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Davidson County Community College



General Catalog

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1980-81

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Davidson County Community College

P.O. Box 1287

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American Association of Junior Colleges

North Carolina Association of College and Universities

College Entrance Examination Board

Davidson County Community College is an equal educational opportunity institution, and, in keeping with this commitment, the college recruits for enrollment and for employment, adults of all backgrounds, confident that its policies and regular practices will protect its students and employees from discrimination because of race, creed, sex, color, age, handicap or national origin.

Telephone (704) 249-8186 or (919) 475-7181

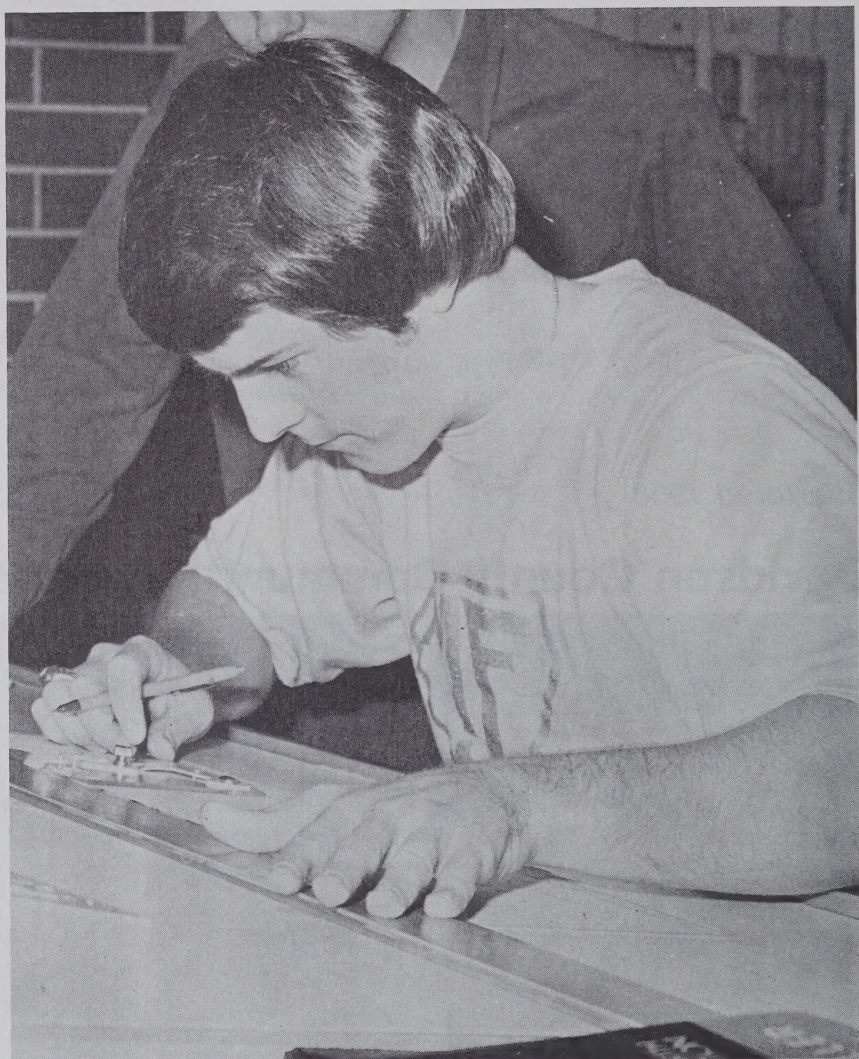
General Catalog
1980-1981

Chartered 1958

Opened 1963

Davidson County Community College





Academic Calendar
Statement of Purpose
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General Information



General Information

ACADEMIC CALENDAR SUMMER QUARTER, 1980 FIRST SUMMER SESSION 1980

May	29 (Thurs.)	Registration
June	2 (Mon.)	Classes begin
June	4 (Wed.)	Last day to add a course
June	6 (Fri.)	Last day for refund
*June	6 (Fri.)	Last day to drop a course without academic penalty
July	3 (Thurs.)	Last day of classes
July	4 (Fri.)	Holiday
July	7-8 (Mon.-Tues.)	Final examinations; end of first session

SECOND SUMMER SESSION, 1980

July	9 (Wed.)	Registration
July	10 (Thurs.)	Classes begin
July	14 (Mon.)	Last day to add a course
July	14 (Mon.)	Last day for refund
*July	16 (Wed.)	Last day to drop a course without academic penalty
August	12 (Tues.)	Last day of classes
August	14-15 (Thurs.-Fri.)	Final examinations; end of second session

FULL SUMMER SESSION 1980 DAY CLASSES

May	29 (Thurs.)	Registration
June	2 (Mon.)	Classes begin
June	6 (Fri.)	Last day to add a course
June	11 (Wed.)	Last day for refund
*June	13 (Fri.)	Last day to drop a course without academic penalty
July	4-8 (Fri.-Tues.)	Break for holiday and first session examinations
July	9 (Wed.)	Classes resume
August	11 (Mon.)	Last day of classes for Technical and College Transfer courses
August	13 (Wed.)	Last day of classes for Vocational courses
August	13-15 (Wed-Fri.)	Final examinations; end of full session

FULL SUMMER SESSION 1980 EVENING CLASSES

May	29 (Thurs.)	Registration
June	2 (Mon.)	Classes begin
Evening students may not add a course after the second class meeting.		
June	11 (Wed.)	Last day for refund
*June	13 (Fri.)	Last day to drop a course without academic penalty
August	12 (Tues.)	Last day of classes
August	13 (Wed.)	Final examinations for MW and M or W only classes
August	14 (Thurs.)	Final examinations for TTh and T or TH only classes

*Students should have a conference with their class instructor before dropping a course.

Davidson County Community College reserves the right to make any change in the calendar, regulations or courses of instruction announced in this catalog.

FALL QUARTER 1980

September	2-3	(Tues.-Wed.)	Faculty orientation
September	3	(Wed.)	Orientation of new students
September	4	(Thurs.)	Advisement and registration of returning and evening students
September	5	(Fri.)	Advisement and registration of new students
September	10	(Wed.)	Classes begin
September	16	(Tues.)	Last day to add a course
Evening students may not add a course after the second class meeting.			
September	19	(Fri.)	Last day for refund
*September	23	(Tues.)	Last day to drop a course without academic penalty
November	20	(Thurs.)	Last day of classes for Technical and College Transfer
November	25	(Tues.)	Last day of classes for Vocational courses
November	21-25	(Fri.-Tues.)	Final examinations for Technical and College Transfer; end of quarter
November	27-30	(Thurs.-Sun.)	Thanksgiving holidays

WINTER QUARTER 1980-81

December	1	(Mon.)	Registration
December	3	(Wed.)	Classes begin
December	9	(Tues.)	Last day to add a course
Evening students may not add a course after the second class meeting.			
December	12	(Friday)	Last day for refund
*December	16	(Tues.)	Last day to drop a course without academic penalty
December	20	(Sat.)	Last day of classes before Christmas holidays
December	21-		
January	4	(Sun.-Sun.)	Christmas holidays
January	5	(Monday)	Classes resume
February	26	(Thurs.)	Last day of classes for Technical & College Transfer courses
March	3	(Tues.)	Last day of classes for Vocational courses
February 27-			
March	3	(Fri.-Tues.)	Final examinations for Technical & College Transfer; end of quarter

SPRING QUARTER 1981

March	5	(Thurs.)	Registration
March	6	(Fri.)	Classes begin
March	12	(Thurs.)	Last day to add a course
Evening students may not add a course after the second class meeting.			
March	16	(Mon.)	Last day for refund
*March	19	(Thurs.)	Last day to drop a course without academic penalty
April	18	(Sat.)	Last day of classes before Easter holidays
April	19-26	(Sun.-Sun.)	Easter holidays
April	27	(Mon.)	Classes resume
May	25	(Mon.)	Last day of classes for Technical and College Transfer courses
May	28	(Thursday)	Last day of classes for Vocational courses
May	26-28	(Tues.-Thurs.)	Final examinations for Technical and College Transfer; end of quarter
May	31	(Sun.)	Commencement

General Information

SUMMER QUARTER 1981 FIRST SUMMER SESSION 1981

June	1	(Mon.)	Registration
June	2	(Tues.)	Classes begin
June	4	(Thurs.)	Last day to add a course
June	5	(Fri.)	Last day for refund
*June	8	(Mon.)	Last day to drop a course without academic penalty
July	3	(Fri.)	Last day of classes
July	6	(Mon.)	Holiday
July	7-8	(Tues. & Wed.)	Final examinations; end of first session

SECOND SUMMER SESSION 1981

July	9	(Thurs.)	Registration
July	10	(Fri.)	Classes begin
July	14	(Tues.)	Last day to add a course
July	14	(Tues.)	Last day for refund
*July	16	(Thurs.)	Last day to drop a course without academic penalty
August	12	(Wed.)	Last day of classes
August	13-14	(Thurs.-Fri.)	Final Examinations; end of second session

FULL SUMMER QUARTER 1981—DAY CLASSES

June	1	(Mon.)	Registration
June	2	(Tues.)	Classes begin
June	8	(Mon.)	Last day to add a course
June	11	(Thurs.)	Last day for refund
*June	15	(Mon.)	Last day to drop a course without academic penalty
July	6-8	(Mon.-Wed.)	Break for holiday and first session examinations; no full quarter day classes
July	9	(Thurs.)	Last day of classes for Technical and College Transfer courses
August	13	(Thurs.)	Last day of classes for Vocational courses
August	12-14	(Wed.-Fri.)	Final examinations; end of full session

FULL SUMMER QUARTER 1981—EVENING CLASSES

June	1	(Mon.)	Registration
June	2	(Tues.)	Classes begin
Evening students may not add a course after the second class meeting.			
June	11	(Thurs.)	Last day for refund
*June	15	(Mon.)	Last day to drop a course without academic penalty
July	6	(Mon.)	Holiday
July	7	(Tues.)	Classes resume
August	6	(Thurs.)	Last day of classes for TTh classes—Technical and College Transfer courses
August	11	(Tues.)	Final examinations for TTh classes
August	11	(Tues.)	Last day of classes for TTh Vocational courses
August	12	(Wed.)	Last day of classes for MW classes—Technical and College Transfer courses
August	13	(Thurs.)	Final examinations for MW classes
August	13	(Thurs.)	Last day of classes for MW Vocational classes

*Students should have a conference with their class instructor before dropping a course.
Davidson County Community College reserves the right to make any change in the calendar, regulations or courses of instruction announced in this catalog.

Statement of Purpose

The purpose of Davidson County Community College is to offer exceptional opportunities at minimal cost to students varying greatly in interests, aptitudes, talents, needs, and goals. Specific objectives intended to uphold this purpose are:

- EDUCATIONAL:** To provide in all divisions courses which are designed to develop logical, creative, and objective thinking, and to stimulate intellectual curiosity;
- To provide two years of transferable college-credit courses;
- To provide two-year technical programs to prepare students to gain occupational competency as technical personnel in agriculture, business, government, health, or industry;
- To provide one and two year vocational programs designed to prepare students as journeymen or craftsmen;
- To provide pre-curricular courses for students whose educational backgrounds would indicate the likelihood of difficulty with the course work in their selected curricula;
- To provide programs of continuing education for adults who need or desire (1) to improve basic educational skills, (2) to complete the high school requirements, (3) to train or retrain in order to increase occupational competency, or (4) to pursue personal interest courses;
- CIVIC:** To provide students with assistance and opportunities to develop student organizations that will stimulate intelligent interest in the processes of self-government and in the development of responsible citizenship;
- To provide services to guide individuals in the exercises of self-direction in personal planning and in the solution of problems;
- CULTURAL:** To provide opportunities to cultivate the knowledge and appreciation of the arts and sciences and to encourage active participation in these academic areas;
- PHYSICAL:** To provide programs of physical development and of competitive sports in order to encourage good habits of physical and mental health and to stimulate interest in recreation and good sportsmanship;
- SOCIAL:** To provide student leaders with assistance and opportunities to develop and to implement extracurricular activities for the development and enrichment of the students' social life.

FACTS ABOUT THE COLLEGE

The College, originally chartered as Davidson County Industrial Education Center in 1958, has an enrollment of about 2,000 curriculum students and 6,000 persons enrolled in general adult and extension courses. The faculty and staff number approximately one hundred fifty.

The beautifully wooded 77-acre campus, valued at more than eight million dollars, is located halfway between Lexington and Thomasville on temporary Interstate 85. Among its buildings are the Grady Edward Love Learning Resources Center, the Dr. Edgar Holton Reich Nursing Center, the Doak and Agnes Finch Building, the Multi-Purpose Building, the William Taylor Sinclair Building, the Felix Otis Gee Building and the Student Development Center.

The College, operating under the "Open Door" policy, strives to provide all its students with the opportunity to develop their talents and skills at a minimal cost and with as much flexibility as possible. Tuition is presently \$39.00 per quarter for North Carolina residents and classes are scheduled from 8:00 a.m. until 10:30 p.m. Operating on the quarter system, the College offers a two-year college transfer program, two-year technical programs, one and two-year vocational programs, certificate programs, and many adult and continuing education programs. The College awards the Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Applied Science degrees as well as diplomas and certificates.

The College is governed by a twelve-member Board of Trustees from Davidson County and by the North Carolina Department of Community Colleges. The president of the Student Government Association serves as a non-voting member of the Board.

PROGRAMS

Davidson County Community College is a part of the North Carolina Community College System established in 1957. The institution was chartered in 1958 and opened in 1963.

DEGREES AND DIPLOMAS OFFERED

The following degrees and diplomas are offered upon satisfactory completion of a prescribed program:

I. ASSOCIATE IN ARTS	Liberal Arts Curricula
II. ASSOCIATE IN SCIENCE	Pre-Professional Curricula
III. ASSOCIATE IN FINE ARTS	Art, Drama, Music Curricula
IV. ASSOCIATE IN APPLIED SCIENCE	Technical Programs
V. DIPLOMA	Vocational Programs
VI. CERTIFICATE	Vocational and Adult Programs

COLLEGE TRANSFER PROGRAM

The College Transfer Program consists of courses in the following major areas: Business, English, Foreign Language, Fine Arts, Humanities, Mathematics, Physical Education, Science, and Social Sciences.

In the first two years of college, students secure a general education in areas of communication arts, humanities, social sciences, science, and Mathematics; in addition, they begin specialized work in their own particular fields of interest. It is the aim of Davidson County Community College to provide quality instruction in these areas for transfer credit to senior institutions.

TECHNICAL PROGRAMS

Courses in the Technical Program are designed to meet the increasing demand for high level industrial and technical skills. The programs are planned to prepare students to earn a living as technical personnel in either agriculture, business, industry, government, the health occupations, or as owner-operators of their own businesses.

These curricula require six or seven quarters for completion and are similar to professional engineering curricula, but briefer and more technical in content. The primary objective is employment and further growth through occupational experience. An Associate in Applied Science Degree is awarded students completing the technical programs.

VOCATIONAL PROGRAMS

The College offers planned curricula in the trade division with emphasis on manipulative and mental skills applicable to particular courses for which students are enrolled. These programs are designed to prepare the students for initial employment or for advancement within specific trade areas.

Trade courses require four, six, or seven quarters of participation for students on a full-time basis. Applicants for the trade division will, therefore, be urged to enroll for a full-time program.

CONTINUING EDUCATION

The College seeks to serve the needs of the adult community by providing numerous programs of continuing education. The term "adult," as used here, refers to one who is eighteen years of age or older or one whose high school class has graduated.

Development of adult programs is on a continuing basis and is based solely on the community's particular and varied needs in areas of formal academic learning, cultural advancement, vocational improvement, and creative personal interest of citizens in the area served by the College.

EVENING AND SATURDAY CURRICULAR PROGRAMS

The College offers evening courses each quarter, providing an opportunity for students, who are unable to attend classes during the daytime to advance their educational goals. These courses offer credit work which parallels the daytime curricula. A student may enroll in both day and evening courses, depending on the specific program. Courses are offered in the college transfer, technical, and vocational areas.

All courses required for the college transfer Associate in Arts Degree are scheduled so that a student may earn the degree by attending evening classes only.

Technical degrees in accounting, business administration (management), criminal justice (corrections and law enforcement), electronic data processing, business, transportation management, paralegal, and executive secretarial can be completed by scheduling evening classes.

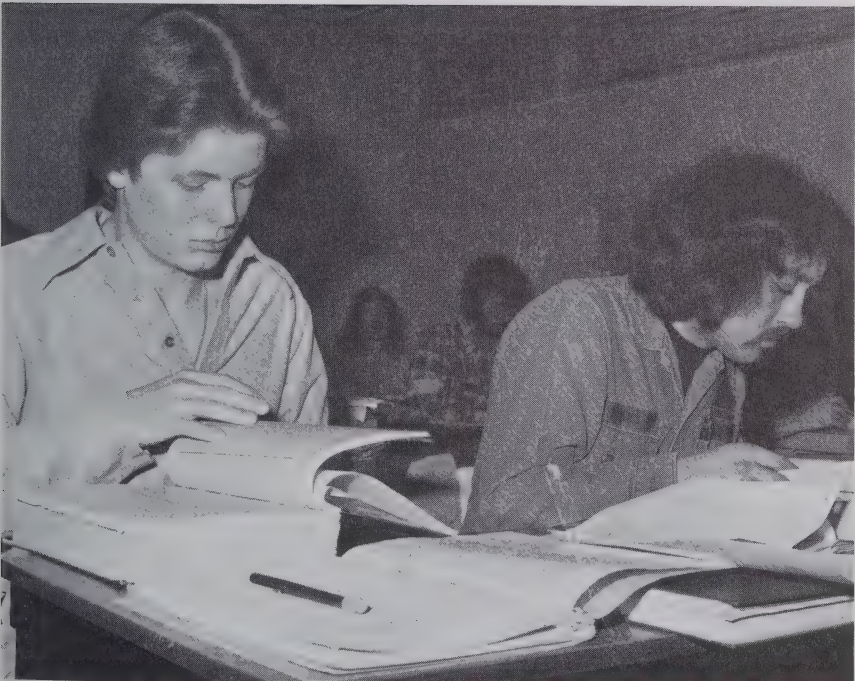
Evening certificate programs are available in Auto Body Repair (8 quarters), Automotive Mechanics (8 quarters), Criminal Justice—Security: Business and Industry (6 quarters), Electronic Servicing (8 quarters) and Industrial Maintenance (8 quarters).

Saturday morning classes are offered in college transfer, technical, and vocational courses. The evening and Saturday curricular programs are approved for veterans administration benefits.

ACCREDITATION

All transfer, technical, and vocational courses of instruction at Davidson County Community College are accredited by the Southern Association of Colleges and Schools.

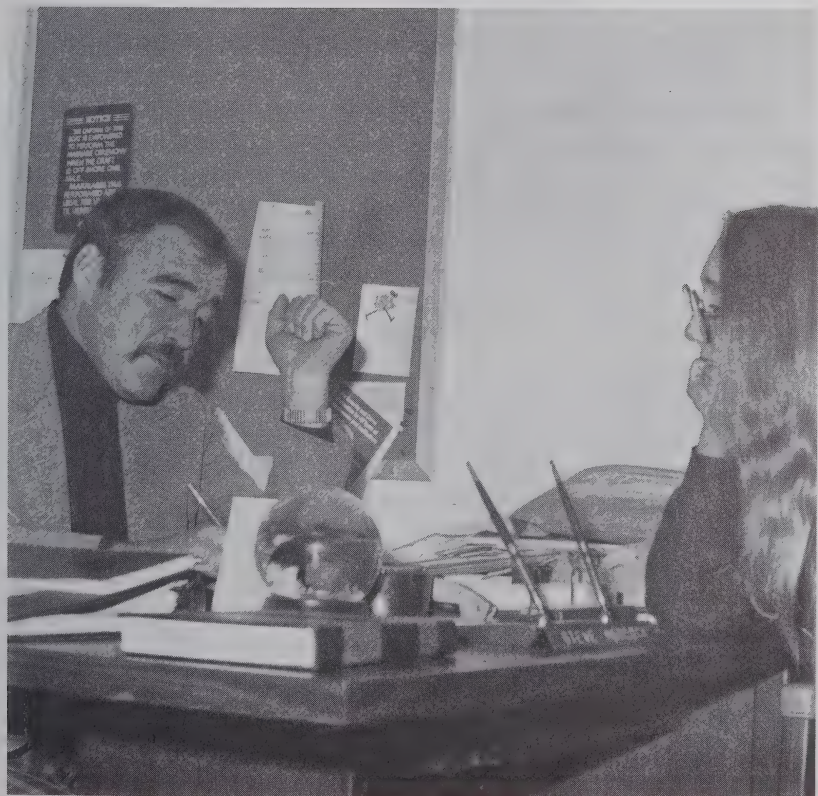
The College is a member in good standing of the American Association of Junior and Community Colleges, the American Library Association, and the North Carolina Association of Colleges and Universities.





Admission Requirements
Admission Procedures
Tuition & Fees

Admissions



ADMISSION REQUIREMENTS

For All Curricular Programs

(College Transfer, Technical and Vocational)

Admission to a specific course of study is based upon guidelines developed to help the student determine his chances for success in that course of study. These guidelines are strictly followed to prevent loss of student time and effort as a result of unsatisfactory achievement. Should a student desire a course of study but not have the appropriate educational background, a program of guided studies is available to prepare him for admission to the desired program.

Generally, applicants for admission to a Diploma or Degree Program must possess a high school diploma or its equivalency. However, some exceptions are made for individuals whose age and maturity make success in a Diploma Program likely.

ADMISSION PROCEDURES

For All Curricular Programs

(College Transfer, Technical and Vocational)

The admission procedure is essentially the same for all students applying for college transfer curricula and occupational programs; however, an abbreviated procedure has been developed for **Special Students**, (i.e. a student not working towards a degree/diploma from Davidson County Community College) and for those applying for admission to the **Continuing Education Classes**, (see page 17). The steps in the normal admission process are briefly outlined below.

1. The College welcomes the opportunity to have a personal interview with each prospective student at his convenience. The offices are open until 9:00 p.m. Monday through Thursday and until 4:30 p.m. on Friday. Interested persons may pick up a catalog and application kit during their visit or write or telephone requests for these materials.

2. The student should complete in detail the **Student Application Form** (Form SP-1) and return it to the Director of Admissions.

3. The applicant should have his/her school counselor or principal complete and mail the **Secondary School Record** to the Director of Admissions. In addition to being responsible for having the Secondary School Record sent, the applicant will also need to remind his/her counselor to send his/her **final grades** to the College upon graduation from high school.

4. Any student who plans to enroll in a technical or college transfer program for credit will be required to have graduated from high school or passed the GED **with an equivalency certificate which meets minimum requirements set by the State of North Carolina**. He/she may, however, audit any course at the College without regard to his/her educational background. If the applicant has completed high school other than through an accredited secondary school, he/she should furnish the College with an official record.

5. The applicant should request that any previously attended college, university, technical institute, or institution of higher education furnish the College with a complete **transcript** of work completed.

6. The **Medical Form** (Form A-3) should be properly completed and returned to the College.

7. North Carolina Law (G.S. 116-143.1) requires that to qualify for instate tuition a legal resident must have maintained his/her domicile in North Carolina for at least the 12 months immediately prior to his/her application as a resident for tuition purposes. Accordingly, every applicant for admission or re-admission to Davidson County Community College must complete form No. A-20 containing information related to claimed North Carolina residence for tuition purposes.

8. Information in regard to **financial aid** should be requested from the College. In making inquiry about the possibility of financial aid, a letter giving fairly complete information about the needs and qualifications should be addressed to the Financial Aid Officer. The applicant will be provided with the necessary forms upon request.

9. If the applicant plans to enter College as a **special** (transient or visiting) **student**, not working toward a diploma or degree here, he/she may request a special application form.

10. All prospective students for all programs are required to take the Comparative Guidance and Placement Test (CGP). After the applicant files application, he/she will be notified in writing when to report to the College to take the CGP test.

11. After the College has received the CGP results, the Vice President of Student Affairs will notify the applicant to set up an appointment with his/her college counselor who will assist him/her in evaluating his/her educational and vocational objectives. The applicant will be notified by letter when to set up this interview.

12. The applicant should report to **orientation, advisement, and registration** as scheduled by the College calendar.

To avoid delay in completion of the application procedure, the applicant should follow instructions carefully. All forms and correspondence should be addressed to:

Director of Admissions
Davidson County Community College
P. O. Box 1287
Lexington, North Carolina 27292

HEALTH RELATED PROGRAMS

Any student who plans to pursue a health related course such as nursing should contact the admissions office for additional admissions procedures. Applications must be completed by January 30 of each year.

FOREIGN STUDENTS

The College can not encourage the admission of foreign students for whom the lack of permanent residency and/or difficulty with the English language is a factor in adjustment to college work. In order for anyone to apply to the College as a foreign student, the following regulations apply:

1. A foreign student is defined as one for whom an I-20 (student visa) form must be issued.

2. Anyone wishing to apply for admission as a foreign student must first make arrangements through the American Consulate in his/her own country to take the Test of English as a Foreign Language (TOEFL). No foreign applicant can be approved for admission (even if he/she meets all other requirements) until a satisfactory score is received by the Admissions Office.

3. All foreign applicants must meet **all** admission requirements found on page 14.

4. All official transcripts sent to the Admissions Office must have English translations.

5. All foreign students are required to have health insurance before they can be admitted.

6. All foreign applicants must submit evidence of adequate financial resources to support them throughout their educational program including evidence of satisfactory housing and transportation arrangements. Funds for financial assistance to foreign students are **not** available.

7. Foreign students are required to observe the regulations of the United States Immigration and Naturalization Service, as well as those of the College.

8. A person holding a student visa can not be classified as a North Carolina resident for tuition purposes and shall be required to pay out-of-state tuition.

9. If a foreign student owes any debt to the college, he/she will not be allowed to enroll at the College the following quarter and will thereby jeopardize his/her F-1 student status.

SPECIAL STUDENTS

A **special** student is defined as one who is enrolled in curricular credit courses, but who is not working toward a degree or diploma. A special student should be 18 years of age or older, and must complete the **Special Student Application procedures** available from the College Director of Admissions.

ADULT EDUCATION AND EXTENSION STUDENTS

For admission to Adult Education and non-credit Extension courses it is recommended that the student be at least 18 years old, and he/she not be enrolled in a high school and that they complete the special registration forms available from the **Dean of Adult Education**.

TUITION AND FEES

Since the school receives financial support from local , state, and federal sources, tuition is kept at a minimum. Tuition charges are set by the State Board of Education and are subject to change without notice. The tuition schedule is summarized on the following pages.

TUITION AND FEES FOR STUDENTS ENROLLED IN DEGREE-DIPLOMA PROGRAMS

RESIDENT (12 quarter hours or more)	\$ 39.00 per quarter
NON-RESIDENT (12 quarter hours or more)	\$198.00 per quarter
RESIDENT (less than 12 quarter hours)	\$ 3.25 per quarter hour
NON-RESIDENT (less than 12 quarter hours)	\$ 16.50 per quarter hour
ACTIVITY FEE (12 quarter hours or more)	\$ 5.00 per quarter
ACTIVITY FEE (7-11 contact hours)	\$ 2.50 per quarter
GENERAL COLLEGE FEES (All students)	\$ 2.50 per quarter
*ACCIDENT INSURANCE (annual fee; optional)	\$ 4.00
*Non-refundable	

Adult and Continuing Education courses carry a registration fee of \$5.00 per course per person except as noted on page 152.

STUDENT ACTIVITY FEE

The student activity fee for each student carrying twelve or more contact hours of course work is \$5.00 per quarter. Students taking 7-11 contact hours will be assessed an activity fee of \$2.50 per quarter. Such payments are supervised by the Business Office of the College in cooperation with the Student Government Association, which determines how the income is spent.

GENERAL COLLEGE FEES

In addition to the student activity fees enumerated above, all students attending degree/diploma classes held on campus are assessed a general college fee of \$2.50 per quarter. General fee payments are supervised by the Business Office in cooperation with the Student Affairs Office of the College. General college fees are used to cover the cost of such expenses as those associated with student parking, I.D. Cards, degrees, diplomas, etc.

NORTH CAROLINA RESIDENCE FOR TUITION PURPOSES

To qualify for in-state tuition a legal resident must have maintained his/her domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his/her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual. (G.S. 116-143.1)

College regulations concerning the classification of students by residence, for purposes of applicable tuition differentials, are set forth in detail in A Manual To Assist The Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes. Each enrolled student is responsible for knowing the contents of that Manual, which is the controlling administrative statement of policy on this subject. Copies of the Manual are available on request in the Student Personnel Department, Business Office and President's Office. A student dissatisfied with the decision rendered by the school concerning his/her residency has the option to appeal in writing to the president of the institution. Should he/she not be satisfied with the president's decision, he/she may appeal in writing to the N.C. Residency Appeals Committee whose decision is final.

REFUND POLICY

Tuition refunds shall not be made unless it is necessary for the student to withdraw from class. Accepted reasons for withdrawal are medical, change in work schedule or death. Written documentation from the doctor is required if reason is medical, and written documentation from employer if change in work schedule is necessary.

In such cases, two-thirds of the tuition paid may be refunded if the student withdraws within 10 calendar days after the beginning of the quarter. No refund may be given after ten calendar days.

No refund shall be made for insurance fees. In any event, no refund shall be made for any amount less than five dollars (\$5.00).

FINANCIAL AID

The College accepts responsibility and concern for the many talented students who lack financial means to obtain a college education. Every effort is made to encourage a student with seriousness of purpose to secure a college education. Although the student and his parents are expected to make reasonable sacrifices to meet college expenses, financial assistance may be available to a student through the College in the form of scholarships, loans, work-study programs, and Federal and State grants. Opportunities for financial aid, though not unlimited, are within the reach of almost every student who can show acceptable academic achievement and definite financial need. The student who realizes that he/she will be unable to meet college expenses without assistance should take early initiative in seeking information from the Director of Student Aid. Additional information on financial aid is provided in the Student Handbook.

VETERANS ADMINISTRATION BENEFITS

The College is approved for the training of veterans, war orphans, widows of any serviceman who dies of a service-connected disability, and children or wives of P.O.W.'s and totally disabled veterans whose disabilities were service-connected. Veterans education is approved under the provisions of Public Law 95-202. War orphans may obtain benefits under Public Law 634 (War Orphans Educational Assistance Act of 1956), and children or wives of totally disabled veterans under Public Law 88-261. Veterans or dependents

seeking such benefits should either contact the Veterans Administration Regional Office, 251 North Main Street, Winston-Salem, North Carolina 27102; or the Veterans Services Coordinator at the College.

Children of totally disabled or deceased North Carolina veterans may receive assistance in payment of tuition and other mandatory college fees. For information regarding eligibility and application forms, North Carolina students should contact their local Veterans Affairs Office or the Division of Veteran Affairs in Raleigh, North Carolina.

Tutoring services if needed can be obtained by veterans who are pursuing a course of education above the high school level on at least a half-time basis. A letter from the student's instructor must be given to the Veterans Services Coordinator before any action can be taken. A standard rate will be paid to a qualified tutor.

INDIVIDUAL REFERRAL SCHOLARSHIP PROGRAM

The Individual Referral Scholarship Program is a federally sponsored scholarship for vocational or technical students with a proven financial need. The Individual Referral Scholarship Program may cover the cost of tuition, books, supplies plus living allowances for up to two years.

Applicants must be:

1. full time student in an accredited or approved vocational or technical institute;
2. economically deserving and unemployed; and
3. enrolled in a curriculum of existing or anticipated skill shortages.

All applicants must apply through the college financial aid office.

TEXTBOOKS AND SUPPLIES

Cost of textbooks and supplies are additional expenses for which the student should plan. These expenses vary according to the program of study but range from \$75.00 to \$125.00 per quarter. These items may be purchased from the college bookstore.



Attendance Regulations
Transfer Credits
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Academic Probations
Graduation Requirements

Academic Regulations



ACADEMIC REGULATIONS

STUDENT CLASSIFICATION

Full-time: A student who is enrolled for 12 or more quarter hours of course work.

Part-time: A student who is enrolled for less than 12 hours of course work.

Freshman: Any student who is enrolled in a one-year vocational program, or any student in the technical or college transfer program who has earned fewer than 39 quarter hours of credit.

Sophomore: A college transfer or technical student who has earned 39 or more quarter hours of credit or a student enrolled in the second year of a two-year vocational curriculum.

ATTENDANCE REGULATIONS

Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and shop sessions.

Each student has the full responsibility for accounting to his/her instructor for any class missed. The instructor determines if the work missed can be made up.

The student should see his/her instructor at the earliest possible time upon returning to school if he/she desires to make up any work missed. However, a student who can anticipate his/her absences should contact his/her instructor prior to the absence if at all possible.

The instructor may drop a student from his/her class when in his/her opinion the student's absences are "excessive." However, the instructor must complete a drop form on a student when the student has been absent from class 5 consecutive times or has missed one week and one day of class work (lab/shop work) whichever happens first, without maintaining contact with the instructor. In no case will the instructor allow a student to remain in class membership beyond two weeks of consecutive absences from class.

STUDENT CONDUCT AND DISMISSAL

Self-discipline is an essential element of individual growth and development. Accordingly, students are expected to display the qualities of courtesy and integrity that characterize the behavior of mature ladies and gentlemen.

It is expected that students will be governed by such rules and regulations as may be established by the College Administration and the Student Government Association. Violation of rules and regulations of the College or of the Student Government Association may subject the student to dismissal or to disciplinary action by the SGA Judiciary, the College Administration, or both (see Student Handbook.)

The College reserves the right to suspend or dismiss any student when it is believed such action is in the best interest of the College or of the student. This may be done by the Administrative Council in executive session.

COURSE NUMBERING

Courses are numbered in accordance with **the system approved by** the North Carolina Department of Community Colleges.

1. All Developmental Study Program courses are indicated by prefix, and numbers range from 090 - 099
2. All freshmen academic and technical courses are indicated by a three-letter prefix and numbers range between 100-199

All sophomore academic or technical courses are indicated by a three-letter prefix and numbers range between 200-299

3. All vocational courses are indicated by a prefix and numbered 1000 - 2000.
4. All adult education courses beyond the high school are indicated by a prefix and numbered 2000 - 3000.

TRANSFER INFORMATION

Transfer students are admitted from other colleges and universities. However, transfer students whose status with the institution last attended is other than "good standing" or whose cumulative grade average is below 'C' will be considered for admission on an individual basis.

The College normally does not accept for credit a grade of "D" earned by a student at another institution; however, transfer students may be given credit for a sequence course taken at another institution if the student's overall average on the sequence course is at least a "C". When credit is allowed for a "C" average in a sequence course taken at another institution, the student should understand that this credit allowance is only for meeting graduation requirements at this institution and may not be acceptable at a senior college to which the student may later transfer.

All transfer students must complete all admission procedures as specified for non-transfer students listed on page 14. In addition, all transfer students must furnish a transcript of all previous academic work attempted at other institutions of higher education. The maximum amount of transfer course credit will be given to each eligible student.

In general, course credits earned at other institutions in pursuit of the baccalaureate degree may be accepted by all divisions of the College; course credits earned at other institutions which are equivalent in level, depth, and content to courses offered in the **Technical Division** may be accepted by both the Technical and Vocational Divisions; course credits which are equivalent to those of the **Vocational Division** may be accepted only by that division of the College.

The student transferring to Davidson County Community College must pass at least 24 quarter hours of credit at the College in order to be eligible to graduate.

The College will officially accept credit for work taken at institutions that are not accredited by Southern Association of Colleges and sister agencies only after that student has taken a minimum full load of 12 credit hours here and passed it with at least a 2.00 grade point average.

A student may receive up to 12 quarter hours of correspondence work taken at an accredited institution.

A former student may transfer back to the college for graduation a maximum of 12 credit hours.

Only the course work taken at Davidson County Community College will be computed in the student's grade point average.

COURSE LOAD FOR VETERANS

Veterans enrolled in the college transfer and technical divisions under the G.I. Bill are required to carry 12 credit hours or the equivalent in course work each quarter in order to receive full educational benefits. Regulations of the Veterans Administration also require that veterans in the **vocational division** be in school at least 22 clock hours each week for full benefits. (Veterans in the adult high school program may study in the Individualized Instruction Center 12 clock hours a week for $\frac{1}{2}$ time benefits.) Any veteran enrolled for $\frac{3}{4}$ or $\frac{1}{2}$ of the full-time requirements mentioned above is eligible for proportionate compensation.

Records of progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished the students, veterans and non-veteran alike, at the end of each scheduled school term.

CLEP, PEP, USAFI, CORRESPONDENCE, AND ADVANCED CREDITS

College level courses at accredited institutions under the United States Armed Forces Institute (USAFI), College Level Examination Program (CLEP), and the Proficiency Examination Program (PEP) will be considered for transfer credit when an acceptable grade has been earned according to the standards recommended by the American Council on Education, College Entrance Examination Board or the American College Testing Program.

A student may receive credit for up to 12 quarter hours of correspondence work at an accredited university.

Credit will be given for the Advanced Placement Program according to the recommendation of the College Entrance Examination Board.

Only the course, course number and credit hours of transfer work will be recorded on the permanent record.

CHALLENGE EXAMINATION FOR CREDIT

A student who can document or demonstrate abilities in a subject area may request a challenge examination in that subject in order to accelerate his studies. Students who have completed work at a technical institution may request examination in college transfer courses for which their previous training might qualify them. College transfer students may also request examinations for courses in a technical field. To obtain special examinations the students should follow the steps given here:

1. Present to the Registrar evidence of any prior course work or achievement examination. The Registrar will recommend the appropriate Department Head for the student to see. The Department Head will determine the proficiency of the student, and will administer, or appoint one of his faculty to administer, the challenge examination.

2. The challenge examination results shall be reported on the "Addition and Change Form" by the Department Head to the Registrar.

Only the course, course number, and number of hours credit will be entered on the student's record.

COLLEGE LEVEL EXAMINATION PROGRAM

The College-Level Examination Program is a national program through which a person may obtain college credit in a particular subject area by demonstrating proficiency on an examination. The CLEP General and Subject exams are administered each month in the Individualized Instruction Center. Pre-registration for the exams is required. The College awards credit for the subject area exams only.

REPEATING COURSES

A student who repeats a course previously taken will have the last grade counted in his/her graduation grade point average. The credit for the course will be counted only once toward the required number of credits for graduation. **A veteran can not receive educational benefits by repeating courses in which he/she has made a "D" or above.**

AUDIT

The instructor will check the class at the end of the add/drop period to determine which students are taking his/her course for an “au” grade. Fees for auditors are the same as for regular students. A student may audit any course at the college regardless of his/her educational background. Veterans will not be paid for audited courses.

SCHEDULE CHANGES

The student is expected to plan carefully his/her schedule in advance with the assistance of his/her advisor. While it is possible to add and/or drop a course after completion of registration, students are encouraged not to do so. All changes in schedules (add/drop or section changes) must be adjusted during the first week of any quarter and must be approved by the student’s counselor on official forms available in the Registrar’s office.

ADD/DROP AND WITHDRAWAL PROCEDURE

A student may add a course during the first week of classes. He/she will pick up an add/drop form at the Registrar’s Office and follow the written procedure.

A student may drop a course anytime during the quarter. If he/she drops a course during the first 2 weeks in the quarter, no grade will be recorded on the permanent record, but if he/she withdraws from a course after the first 2 weeks of the quarter, he/she will receive a grade of “WP” or “WF” based on his/her academic standing at the time the course is dropped.

Any student who fails to attend class for a continuous period without notifying the instructor must be dropped from the class by the instructor. (See attendance regulations on page 24.) The instructor shall fill in an add/drop form and turn in a grade of “WP” or “WF” according to how the student is doing academically.

INCOMPLETE

In the event that an “I” (Incomplete) was the grade assigned, the work previously omitted must be completed outside the class before the end of the following quarter, at which time the instructor will assign the grade of A, B, C, D, or F, whichever is earned. **Exception: Summer Quarter excluded.**

Academic Regulations

When the work previously omitted is not completed in the succeeding quarter, the grade of "F" will automatically be assigned by the Registrar for the course. When the incomplete is removed, the "I" will be crossed out with a diagonal and the earned grade will be recorded beside it.

GRADING SYSTEM

The College operates on the quarter system. The alphabetical system is used for reporting and recording all grades.

The grading system is as follows:

A	Excellent	4 Quality points per quarter hour credit
B	Good	3 Quality points per quarter hour credit
C	Average	2 Quality points per quarter hour credit
D	Passed	1 Quality point per quarter hour credit
F	Failed	0 Quality point per quarter hour credit
WF	Withdrew Failing	0 Quality point per quarter hour credit
WP	Withdrew Passing	0 Quality point per quarter hour credit
I	Incomplete	0 Quality point per quarter hour credit
IP	In Progress	0 Quality point per quarter hour credit
AU	Audited	0 Quality point per quarter hour credit
S	Satisfactory	For non-credit courses
U	Unsatisfactory	For non-credit courses
R	Repeated Course	

GRADE POINT AVERAGE

For meeting graduation requirements, the Grade Point Average (GPA) is obtained by dividing the total number of quality points earned at Davidson County Community College by the total number of quarter hours passed.

For computation of academic probation, dean's list, and all honors at the College, the Grade Point Average (GPA) is obtained by dividing the total number of quality points earned by the total number of attempted quarter hours.

Those hours transferred to Davidson County Community College from other schools of higher education: colleges, universities, USAFI, CLEP, PEP, and those obtained by proficiency examinations, are not entered into the computation of the GPA. These hours are recorded on the permanent record as course, course number and number hours of credit given.

ACADEMIC PROBATION

For Academic Probation Policy, see Student Handbook.

GRADUATION REQUIREMENTS

A student may graduate under the catalog upon which he/she enters or any subsequent catalog in effect while he/she remains a student at the College.

Course requirements for a degree or diploma will vary according to the curriculum. The student should refer to his/her program of study so that he/she can ascertain the course requirements for graduation.

A student may receive credit for up to 12 quarter hours of correspondence work taken at an accredited institution.

A former college student may transfer back to the college for graduation a maximum of 12 credit hours.

In addition to fulfilling all other requirements for graduation, a transfer student must earn a minimum of 24 quarter hours of credit at Davidson County Community College in order to be eligible for a degree or diploma from this institution.

The following policies and procedures will be used in determining the eligibility for graduation of all students at this institution.

1. All candidates for degrees or diplomas must have successfully completed all credit hours (i.e. 68, 96, 108, etc.) as specified in the college catalog for a specific degree or diploma.
2. All candidates for an Associate Degree or Diploma must have completed all course work as set forth in the college catalog for a specific degree or diploma except as indicated in number 5 below.
3. All candidates for a specific degree at this institution must have earned at least a 2.0 grade point average on all course work passed at this institution, required for and/or related to the specific degree.
4. Any candidate for a specific diploma from this institution must have earned at least a 2.0 grade point average on all course work passed in his major area and must have earned at least a 1.0 grade point average on all related work passed at this institution.

Academic Regulations

5. In determining any student's eligibility for graduation from this institution, the college will adhere to the above policies except that upon written recommendation of the student's advisor and the written approval of the Department Head(s) of the appropriate academic discipline as well as the Associate Dean and Registrar specific course requirements as indicated in number 2 above may be waived.
6. All candidates for an Associate Degree must show reading proficiency. This requirement may be satisfied by earning a score of 45 or better on CGP reading test or by satisfactorily completing a developmental reading course.

COMMENCEMENT EXERCISES

A commencement exercise to award degrees and diplomas is held at the end of the Spring Quarter. The specific dates of commencement are listed in the college calendar. All students receiving degrees or diplomas are expected to attend commencement exercises unless excused by the College President, the Vice President of Academic Affairs, the Vice President for Student Affairs and the College Registrar.

Student Services



Student Services

The College offers a comprehensive program of student services designed to meet the needs of part-time and full-time students. Most of these services are administered by the Department of Student Affairs and are available upon request.

TRANSCRIPT AND GRADE REPORTING

Reports of grades will be mailed to each student's home immediately following the completion of each quarter's work.

Transcripts of the student's record will be sent to other colleges, universities, employers, and to the student himself, when an official request in writing is made by the student. A transcript request form should be filed with the Registrar's Office a minimum of one week prior to the time a student wants his/her transcript mailed.

In order to assure that transcripts will not be mailed until a student has discharged all obligations to the College, the student must complete a transcript request form available in the Registrar's office.

After the first transcript has been requested, a charge of one dollar (\$1.00) is made for each additional transcript.

STUDENT RECORDS

The College Registrar maintains the records of all curricular students (College Transfer, Technical and Vocational). The Dean of the Adult and Continuing Education maintains the records of students who take either adult or extension courses.

INFORMATION SERVICE

Information on occupations, educational opportunities, and social concerns is available through the College to students and prospective students. This information is housed in the library, student lounge, and the information room of the Student Affairs Office. Available information consists of books, pamphlets, occupational briefs, filmstrips, films, tapes, and records. The staff of the Student Affairs Office and of the Library are available to assist anyone in finding desired information.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The College is in full compliance with the provisions of the Family Educational Rights and Privacy Act of 1974. This Act protects the privacy of education records, establishes the right of students to inspect and review their education records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Copies of the policy established by the College in compliance with the Act are available in the Office of the Registrar. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the Registrar.

In complying with the provisions of the Act the College has designated the following categories of information about students as public information: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency institution attended by the student.

Currently enrolled students may prevent disclosure of any of the above categories of public information under the Family Educational Rights and Privacy Act. To prevent disclosure of the information designated as public information, the student must submit a written request to the Office of the Registrar.

TESTING SERVICE

The College counselors are qualified to administer and interpret a variety of tests. These tests are administered and interpreted to students as the need arises during the counseling process or when requested.

STUDENT AFFAIRS BULLETIN

The Student Affairs Department publishes a **Student Affairs Bulletin and Activities Newsletter** weekly in an effort to keep students and other members of the academic community informed concerning student activities, student services, student group meetings and policies relating to campus life.

HEALTH SERVICES

The physical location of the College campus is easily accessible to medical attention and hospital care at the hospitals of Thomasville and Lexington. In the event of emergencies, public ambulances are available on a 24-hour schedule. First-aid facilities are also available to students in all shops and laboratories.

ACCIDENT INSURANCE

Accident insurance, covering the hours a student is in school and those in traveling to and from school, is available to all students for \$4.00 per year. This insurance is not required but strongly recommended for all full-time students and all part-time students enrolled in laboratory and shop courses. Insurance claim forms are available from the Business Office of the College.

COUNSELING SERVICE

The counseling service at the College has two basic functions: it supplements pre-college counseling and aids the student with educational, vocational, and personal problems. To accomplish these purposes, the Student Affairs Office has trained personnel serving as counselors. Each student also is assigned to a faculty advisor. The counselors are prepared to assist parents and families of students in situations which require an understanding of the student, his problems, and the role of the family in helping him/her.

STUDENT LOUNGES

In an effort to help meet the needs of commuting students, the College provides informal, adequately furnished, student lounges located on the lower level of the Felix O. Gee Building and in the William T. Sinclair Building. Students are encouraged to use these areas for relaxation and study between classes. For a quieter environment, more conducive to study, students are encouraged to make use of the individual study carrels located in the Learning Resources Center.

PLACEMENT SERVICES

For job placement information, see Student Handbook.

TUTORING SERVICE

The College offers a tutoring program to any vocational or technical student free of charge. Anyone wishing tutoring help in one or more subjects should see the Tutorial Coordinator in Room 126 Gee Building.

Any student on campus who has successfully completed a course or is doing well in a course he/she is presently taking may become a tutor. Persons interested in tutoring should also see the Tutorial Coordinator.

Veterans and eligible dependants needing tutorial assistance should contact the Veterans Counselor on campus.

GUIDED STUDIES PLACEMENT

The College provides guided studies for students who do not possess the skills necessary for success in the technical and college transfer programs. Placement of students into the curriculum is made by the Student Affairs Department, based upon the student's high school record and the college placement test. Depending upon the student's needs and goals, he/she will be required to remedy deficiencies in reading, grammar, and mathematics. Preparatory students receive conditional admission to the College until education deficiencies are removed. See the College Transfer Division.

PROVISIONS FOR HANDICAPPED PERSONS

It is the intent of the College that all courses of study be fully accessible to all qualified students. To accomplish this arrangements should be made with the college prior to anticipated enrollment so that any necessary adjustments in programs and facilities might be identified and effected.

PHYSICALLY HANDICAPPED PARKING

Students needing a special parking permit should see the Veterans' Counselor for information and assistance. Spaces may be assigned on a temporary or permanent basis — depending on the situation.

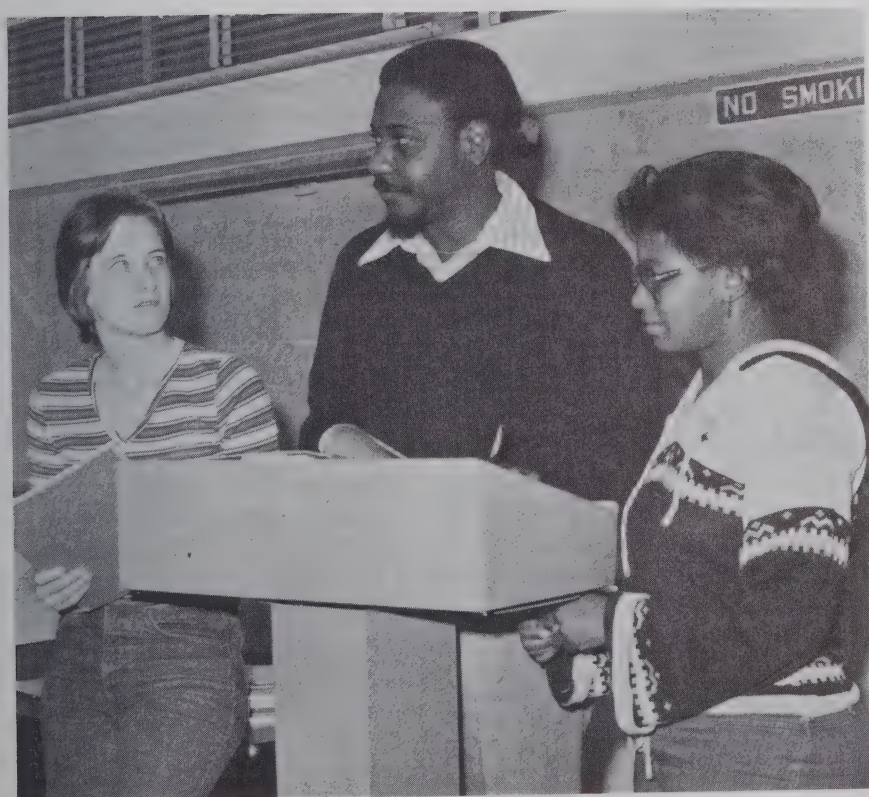
STUDENT ORGANIZATIONS, ACTIVITIES AND REGULATIONS

See Student Handbook.



**Learning Resources Center
Individualized Instruction Center
Departments
Programs
Staff**

Instructional Departments



LEARNING RESOURCES CENTER

The Grady Edward Love Learning Resources Center is located in a modern new facility adjacent to the Dr. Edgar Holton Reich Nursing Center. The Learning Resources Center consists of:

- The Audiovisual Department
- Individualized Instruction Center
- The Library
- Reading Development Laboratory
- Television Studio

Each component has available for its patrons the latest in instructional and supplementary materials including books, magazines, individual learning materials, and numerous types of audiovisuals such as films, recordings, video tapes, etc.

The Audiovisual Department, Individualized Instruction Center, Television Studio, Library Circulation Desk, and small student study rooms are located on the first floor. The second floor houses the library stack area, reference desk, periodicals, indexes, lounge, student study rooms, and meeting rooms.

Regulations concerning the circulation of Learning Resources Center materials are in the Student Handbook.

The Learning Resources Center is open from 8:00 a.m. to 9:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday, thus making the facilities accessible to students enrolled in the day and evening programs. Staff members are on duty during these hours.

INDIVIDUALIZED INSTRUCTION CENTER

The Individualized Instruction Center, located within the Learning Resources Center complex, enables the adult to further his/her education for self improvement or for preparation to complete (successfully) the General Education Development Tests or the Adult High School Diploma Program. The basic tools for this curriculum are programmed texts and other individual learning materials of instruction. At any educational level, the student can further his/her knowledge in any of the more than forty varied subjects. A coordinator in the Center is available during the hours of 8:00 a.m. until 9:00 p.m. Monday through Thursday, and 8:00 a.m. until 5:00 p.m. Friday to counsel with students and to administer placement tests. There are no regularly scheduled classes; thus the students can enroll and study in the Center at any time convenient to their daily work schedule and receive assistance and direction, when necessary, from trained personnel.

This individualized approach to learning may be pursued by anyone over sixteen years of age; however, a person between the ages of sixteen and eighteen must secure permission from the local public school superintendent unless he/she has already graduated from high school.

Some of the subjects available in individualized instruction include such general areas as English, social studies, mathematics, foreign languages, reading skills, business and consumer education, science, and electronics.

INSTRUCTIONAL DEPARTMENTS

AGRICULTURAL DEPARTMENT: Adams, Chairman; Hussey
Agricultural Business Technology
Soil and Water Conservation Technology

AUTOMOTIVE DEPARTMENT: Mize, Chairman; Everhart,
Johnson, Kepley
Automotive Body Repair
Automotive Mechanics

BUSINESS DEPARTMENT: Poetzing, Chairman; Asbury, Clamon, Collie, Cromer, Hipp, Hodges, Miller, Schiro, Sechrist, Walker, Wells, Winslow

Accounting	Paralegal
Business Administration	Secretarial
Economics	Transportation
Electronic Data Processing	

CHILD DEVELOPMENT DEPARTMENT: Price, Chairman; Hipp
Child Care Worker
Early Childhood Specialist
Teacher Aide

CRIMINAL JUSTICE DEPARTMENT: Seuberling, Chairman; Grice,
Murdock, Stewart
Corrections Police Technician
Law Enforcement

ENGLISH AND HUMANITIES DEPARTMENT: Helvey, Chairman;
Branson, Fick, Garitta, Hargrave, Holbrooks, Potts, Vorsteg
Composition and Literature
Philosophy
Reading
Religion
Speech

Instructional Departments

INDUSTRIAL DEPARTMENT: Portaro, Chairman; Hartman, Johnson, Jones, Leonard, Mayerle, Prevette, Robey, Snider; Su
Air Conditioning Machinist
Drafting & Design Mechanical Drafting
Electronics Welding
General Occupational Technology
Industrial Maintenance

LANGUAGE AND FINE ARTS DEPARTMENT: Wike, Chairman; Burkhart, Hollar, Lawrence, Montgomery, Poston
Art Music Drama
Languages
 French
 Spanish

MATHEMATICS DEPARTMENT: Farthing, Chairman; Cole, Everhart, Gilliam, Swiggett

NURSING DEPARTMENT: Yarborough, Chairman; Graham, Hunt, Richardson, White
Associate Degree Nursing

PHYSICAL EDUCATION DEPARTMENT: Beaver, Chairman, Akers, Bailey
Activity Courses (P.E.) Health

SCIENCE DEPARTMENT: James, Chairman; Barrett, Filatovs, Lindberg, O'Briant, Sink
Biology Physical Science
Chemistry Physics
Environmental Science

SOCIAL SCIENCES DEPARTMENT: Bright, Chairman; Campbell, Carr, Oakley, Seltz, Whitfield
Education Political Science
Geography Psychology
History Sociology

College Transfer Programs



DESCRIPTION OF THE PROGRAM

In the first two years of college, students secure a general education in areas of communication arts, humanities, social sciences, science, and mathematics; in addition, they begin specialized work in their own particular fields of interest. It is the aim of Davidson County Community College to provide quality instruction in these areas for transfer credit to senior institutions.

By enrolling in this program, the student may choose a course of study equivalent to the first two years of the four-year college or university. By completing 96 quarter hours of credit work with an average grade of "C" or better the student qualifies for an associate degree. The students then should be able to transfer to a senior institution with junior year status.

By providing a comprehensive program of professional counseling and guidance, Davidson County Community College seeks to guide the student and promotes a series of counselor-student conferences to help plan acceptable programs for transfer to the senior college or university.

In keeping with the "Open Door" philosophy of providing educational opportunities for each individual, the College Transfer division provides a Guided Studies Program for those who, for various reasons, are lacking in the background necessary for college-level courses. Special courses are available in the areas of English, mathematics, reading, and science. For the most part, these courses provide college credit by making use of additional class time to correct deficiencies. In areas where necessary, non-credit courses are available to provide the background required for college-level courses. Placement in all courses in the Guided Studies Program is by recommendation of the guidance counselors. For descriptions of the courses see the respective departmental offerings. These courses have the notation (G.S.) following the course title.

Students wishing to register for one or more credit courses but who do not plan to complete a given curriculum program may register as Special Credit Students.

The College Transfer Program consists of courses in the following major areas: Business, English, Foreign Language, Fine Arts, Humanities, Mathematics, Physical Education, Science, and Social Sciences.

GENERAL INFORMATION

The student should consult the General Information section for general school policies on pages 3-12. Students planning to transfer should consult the catalog of the institution to which they plan to transfer.

ADMISSIONS

See General Admission Requirements and Procedures on pages 13-22.

DEGREE PROGRAMS

JUNIOR COLLEGE PROGRAMS

ASSOCIATE IN ARTS DEGREE (A.A.) Code Number

Pre-Art	C-003
Pre-Business Administration	C-004
Pre-Drama	C-006
Pre-Journalism	C-009
Pre-Law	C-010
Pre-Liberal Arts	C-011
Pre-Ministerial	C-014
Pre-Music	C-015
Pre-Public Administration	C-027
Pre-Recreational	C-029
Pre-Social Work	C-019
Pre-Teaching — Elementary	C-020
Pre-Teaching — Secondary	C-028

ASSOCIATE IN FINE ARTS (A.F.A.)

Pre-Art	C-003
Pre-Drama	C-006
Pre-Music	C-015

ASSOCIATE IN SCIENCE DEGREE (A.S.)

Pre-Agriculture	C-001
Pre-Dental	C-005
Pre-Engineering	C-007
Pre-Forestry	C-008
Pre-Mathematics	C-012
Pre-Medical	C-013
Pre-Optometry	C-016
Pre-Pharmacy	C-017
Pre-Physical Therapy	C-022
Pre-Science	C-018
Pre-Textile Chemistry	C-032
Pre-Textile Technology	C-033
Pre-Veterinary	C-021
GUIDED STUDIES PROGRAM	C-030
SPECIAL CREDIT STUDENT	G-030

GENERAL EDUCATION REQUIREMENTS

These requirements, consisting of courses in communication arts, social sciences, humanities, mathematics, and natural sciences are designed to give a broad acquaintance with the many components of human knowledge and to provide an understanding of our cultural and social heritage. As far as possible, these courses are selected to be in accord with the first two years, or general education requirements at baccalaureate degree-granting institutions. The same course may not be used to satisfy two or more graduation requirements. In addition to the general requirements outlined in each of the following College Transfer Programs, there are guided studies (G.S.) courses for English, Mathematics, Chemistry, and Reading.

- | | |
|---|-----------|
| 1. ASSOCIATE IN ARTS DEGREE (A.A.) | Qtr. Hrs. |
| a. English: (Grammar, Composition and Literature)— | 9-10 |
| ENG. 111, 112, 113 | |
| or | |
| ENG. 104, 105 | |
| b. Social Sciences: (History and Elective)— | 14-15 |
| HIS 104, 105, 106 | |
| or | |
| HIS 207, 208 | |
| and | |
| One Elective (Social Science Course)— | |
| Psychology, Sociology, Political Science, | |
| History and Economics | |

- c. **Humanities:** (at least one course must be selected from each of the following three areas) 14-15*
1. Art, Drama, Film, Music, or Speech
2. Literature (British, American, World) or Foreign Language (Beyond first year requirement)
3. Philosophy or Religion
- d. **Mathematics:** 9-10**
MAT 104, 105, 106
or
MAT 111, 112
- e. **Natural Science:** 12-15**
From Biology, Chemistry, Physical Science, or Physics (sequence courses not accepted in part)
- f. **Physical Education:** (Activity Courses, only) 3
- g. **Foreign Language:** In sequences, only. 10-12****
(French or Spanish)
Elementary
FRE 101, 102, 103
SPA 101, 102, 103
or
Intermediate
FRE 104, 105, 106
SPA 104, 105, 106
or
Advanced
FRE 204, 205
SPA 204, 205

*ART C-003 majors should include ART 101 in this requirement. MUS C-015 majors should include MUS 111 in this requirement.

**Alternatives—

MAT 104, 105, 107;
MAT 104, 106, 107;
MAT 111, 107; or
MAT 112, 107.

***Pre-Elementary Education Majors should take Physical Science 101-102-103, and/or Bio 104-105-106

****One year of a foreign language sequence is required for the A.A. degree. Students who have taken two or more years of the same language in high school will be placed in the intermediate course except by special arrangement. All foreign language students should consult the requirements stated in the catalog of the senior college to which they plan to transfer. For transfer credit for another college or university any year sequence of a foreign language will meet this requirement.

College Transfer Programs

h. Electives: (Any College Transfer courses not used in general requirements—check suggested curricula—pp. 50-56.	16-25
	TOTAL 96
2. ASSOCIATE IN FINE ARTS DEGREE (A.F.A.)— Qtr. Hrs. Art, Drama or Music only	
a. English: (Grammar, Composition and Literature)—	9-10
ENG. 111, 112, 113	
or	
ENG. 104, 105	
b. Social Sciences: (History)	9-10
His 104, 105, 106	
or	
HIS 207, 208	
c. Humanities: (From Art, Drama, Film, Foreign Language, Literature, Music, Philosophy Religion, Speech)	12-15*
d. Mathematics or Science sequence:	8-10**
e. Physical Education: (Activity Courses, only)	3
f. Professional Program Courses: (See p. 52-53)	42-54
g. Electives: (Any College Transfer courses not used in general requirements)	0-13
	TOTAL 96

*ART C-003 majors must include ART 101 in this requirement. Music C-015 majors must include MUS 111 in this requirement. Foreign language must include an entire sequence; advanced language may be substituted by special arrangement.

**As suggested in A. A. requirements on page 47.

3. ASSOCIATE IN SCIENCE DEGREE (A.S.)	Qtr. Hrs.
a. English: (Grammar, Composition and Literature)— ENG. 111, 112, 113 or ENG. 104, 105	9-10
b. Social Sciences: (History) HIS 104, 105, 106 or HIS 207, 208	9-10
c. Humanities: (Courses must be taken from at least two of the following areas or one full sequence of a foreign language) 1. Art, Drama, Film, Music, Speech 2. Literature (American, British, World) 3. Philosophy or Religion	9-10*
d. Mathematics: MAT 111, MAT 112, MAT 199 and one of the following: EDP 221, MAT 107 or MAT 200	18-20
e. Physical Education: (Activity Courses, only)	3
f. Science: From Biology, Chemistry, or Physics (sequence courses not accepted in part)	24-27**
g. Electives: (Any College Transfer courses not used in general requirements—Check suggested curricula: pp. 50-56)	16-24
TOTAL	96

*Pre-Agriculture students should take English 204, 205 or 214-215. Students may use a foreign language to satisfy the humanities requirement, but they must take a full sequence. Science students should consult the language requirements of the senior college to which they plan to transfer.

**Chemistry and Physics majors and Textile Chemistry and Pre-Engineering students should take Chemistry 104-105-106 and Physics 201-202-203. Biology majors and Pre-Medical, Pre-Optometry and Pre-Agricultural Technology students should take Biology 104-105-106 and Chemistry 104-105-106. Pre-Textile Technology students should take Chemistry 104-105-106 and Physics 104-105-106.

SUGGESTED CURRICULA LEADING TO ASSOCIATE DEGREES

Along with the general education requirements, additional courses are suggested to give depth in the student's area of major interest. The following curricular outlines serve as guides for students planning to transfer to a four-year college or university. These are sample curricular patterns. They are not meant to be prescriptive for any particular student nor are they minimum requirements. However, they are selected to be in accord with the first two years' requirements, which are usually specified by baccalaureate degree-granting institutions, and should be followed as closely as possible.

A student expecting to transfer to a senior college is advised to examine carefully the current catalog of the particular college he expects to enter and to follow as closely as possible its particular recommendations for programs of study. Counselors and faculty members are prepared to advise students, but the final responsibility for course selection is left to the student.

1. ASSOCIATE IN ARTS DEGREE

Qtr. Hrs.

A. Pre-Art C-003

- | | |
|--|-------|
| 1. General Education Requirements (should include ART 101) | 71-80 |
| 2. ART 201, 202, 203 | 15 |
| 3. From ART 111, 112, 113, 210, 222 | 10-15 |

96-110

B. Pre-Business Administration C-004

- | | |
|---|-------|
| 1. General Education Requirements (p. 46) | 71-80 |
| 2. Economics 205-206 | 10 |
| 3. Business 211-212-213 | 14 |
| 4. Electives | 0- 1 |

96-99

C. Pre-Drama C-006

- | | |
|---|-------|
| 1. General Education Requirements (p. 46) | 71-80 |
| 2. From Drama 101, 104, 105, 106 b | 7 |
| 3. English 121, Public Speaking | 5 |
| 4. Humanities Electives | 5 |
| 5. Social Sciences electives | 5 |
| 6. Electives | 0- 3 |
| (Drama 209 recommended) | |

96-97

College Transfer Programs

D. Pre-Journalism C-009	
1. General Education Requirements (p. 46)	71-80
2. Humanities Electives	15
3. Social Sciences Electives	10
	96-105
E. Pre-Law C-010	
1. General Education Requirements (p. 46)	71-80
2. Business 201, 202	6
3. English 121, Public Speaking	5
4. Electives from at least two of the following areas: Political Science, History, Sociology, Literature	15
	97-106
F. Pre-Liberal Arts C-011	
1. General Education Requirements (p. 46)	71-80
2. Social Sciences Elective (from History, Political Science, Sociology, Psychology or Economics)	5
3. Electives	11-20
	96
G. Pre-Ministerial C-014	71-80
1. General Education Requirements (p. 46)	
2. Humanities Electives (Religion/Philosophy)	15
3. Social Sciences Elective Sociology/Psychology/Economics	5
4. English 121, Public Speaking	5
	96-105
H. Pre-Music C-015	
1. General Education Requirements (Should include MUS 111) (p. 46)	71-80
2. Music 104, 105, 106, 204, 205, 206	24
3. Elective	0- 1
	96-104
I. Pre-Public Administration C-027	
1. General Education Requirements (p. 46)	71-80
2. Business 211-212-213	14
3. Economics 205	5
4. Political Science 201	5
5. Elective	0- 1
	96-104

College Transfer Programs

J.	Pre-Recreational C-029	
1.	General Education Requirements (should include BIO 104, 105, 106) (p. 46)	71-80
2.	Social Science (Psychology 201, Sociology 201)	10
3.	Political Science 201	5
4.	Electives	10-1
		96
K.	Pre-Social Work C-019	
1.	General Education Requirements (p. 46)	71-80
2.	Sociology 201, 202	10
3.	Psychology	15
		96-105
L.	Pre-Teaching (Elementary and Secondary)*	
1.	General Education Requirements (p. 46)**	71-80
2.	English 121, Public Speaking	5
3.	Psychology 201, General Psychology	5
4.	Political Science 201, American National Government	5
5.	Electives***	1-10
		96

*Pre-secondary education majors planning to teach one of the sciences may take the A.S. degree with a science concentration.

**The humanities general education requirements (p. 46) should include Art 101, and Music 111. The social science general education requirements (p. 46) should include HIS 207-208.

***Recommended for elementary teachers: PED 205, Health; SOC 201, Principles of Sociology.

2. ASSOCIATE IN FINE ARTS DEGREE

Qtr. Hrs.

A.	ART C-003	
1.	General Education Requirements (must include ART 101) (p. 46)	41-48
2.	ART 111, 112, 113, Drawing; ART 114, Figure Drawing; ART 210, Design; ART 222, Sculpture; ART 295, Directed Studio Problems	25
3.	ART 201, 202, 203 History of Art	15
4.	Four from: ART 204, Oil Painting; ART 205, Polymer Painting ART 206, Water Color; ART 225, Printmaking ART 220, Ceramics; ART 221, Ceramics	12-14
5.	Electives	0-3
		96-102

College Transfer Programs

B. DRAMA C-006	
1. General Education Requirements (p. 46)	41-48
2. DRA 101, 102, 103 Introduction to Theater	9
3. From DRA 104, 105, 106 Acting	4
4. From DRA 107, 108, 109 Stage Makeup	2
5. From DRA 110, 111, 112 Set Construction	2
6. From DRA 210, 211, 212 Play Directing	5
7. ENG 204, 205 English Literature	10
8. SPH 121 Public Speaking	5
9. ENG 210 The Film as Literature	5
10. Electives	6-13
	96
C. MUSIC C-015	
1. General Education Requirements (must include MUS 111) (p. 46)	41-48
2. MUS 104-105-106; MUS 204-205-206 Music Theory	24
3. MUS 112, 113, 114 Class Piano	6
4. From MUS 107, 108, 109, 207, 208, 209 Class Voice; Mus 212, 213, 214 Class Piano; MUS 101, 102, 103, 201, 202, 203 College Chorus; MUS 115, 116, 117, 215, 216, 217 College Chorale; MUS 290 Independent Study (sequential completion not mandatory)	17
5. Electives	1-8
	96

3. ASSOCIATE IN SCIENCE DEGREE

Qtr. Hrs.

A. Pre-Agriculture C-001	
1. General Education Requirements and Electives (p. 46) (Program of study should include as many of the following courses as possible.)	96
a. BIO 104-105-106	
b. CHM 104-105-106	
c. PHY 104-105-106	
B. Pre-Dental C-005	
1. General Education Requirements and Electives (p. 46) (Program of study should include as many of the following courses as possible.)	96
a. BIO 104-105-106	
b. CHM 104-105-106	
c. BIO 204-205-206	
d. PHY 104-105-106	

College Transfer Programs

- C. Pre-Engineering* C-007 96
1. General Education Requirements and Electives (p. 46)
(Program of study should include as many of the following courses as possible.)
 - a. CHM 104-105-106
 - b. MAT 200-201-202-205
 - c. PHY 201-202-203
 - d. DFT 101-102
 - e. EDP 221

*Pre-Chemical Engineering Students should take CHM 214-215 in addition to the above courses.

- D. Pre-Forestry C-008 96
1. General Education Requirements and Electives (p. 46)
(Program of study should include as many of the following courses as possible.)
 - a. BIO 104-105-106
 - b. CHM 104-105-106
 - c. MAT 200-201-202
 - d. BIO 216
 - e. PHY 104-105-106
 - f. AGR 185

- E. Pre-Mathematics C-012 96
1. General Education Requirements and Electives (p. 46)
(Program of study should include as many of the following courses as possible.)
 - a. CHM 104-105-106
 - b. MAT 200-201-202-205
 - c. PHY 201-202-203
 - d. EDP 221

- F. Pre-Medical and Allied Medical* C-013 96
1. General Education Requirements and Electives (p. 46)
(Program of study should include as many of the following courses as possible.)
 - a. BIO 104-105-106
 - b. CHM 104-105-106
 - c. BIO 204-205-206
 - d. MAT 200
 - e. PHY 104-105-106
 - f. CHM 214-215

*Consult the language requirement of the senior college to which you wish to transfer. If required a full sequence course should be taken. This may be used to meet the general education humanities requirement.

G. Pre-Optometry C-016	96
1. General Education Requirements and Electives (p. 46) (Program of study should include as many of the following courses as possible.)	
a. BIO 104-105-106	
b. PHY 104-105-106	
c. BIO 204-205-206	
H. Pre-Pharmacy C-017	96
1. General Education Requirements and Electives (p. 46) (Program of study should include as many of the following courses as possible.)	
a. CHM 104-105-106	
b. BIO 104-105-106	
c. CHM 214-215	
d. PHY 104-105-106	
I. Pre-Physical Therapy C-022	96
1. General Education Requirements and Electives (p. 46) (Program of study should include as many of the following courses as possible.)	
a. BIO 104-105-106	
b. BIO 204-205-206	
c. CHM 104-105-106	
d. PHY 104-105-106	
e. PSY 201	
J. Pre-Science C-018	96
Chemistry Majors	
1. General Education Requirements and Electives (p. 46) (Program of study should include as many of the following courses as possible.)	
a. CHM 104-105-106	
b. MAT 200-201-202-205	
c. PHY 201-202-203	
d. CHM 214-215	
Biology Majors	96
1. General Education Requirements and Electives (p. 46) (Program of study should include as many of the following courses as possible.)	
a. BIO 104-105-106	
b. CHM 104-105-106	
c. BIO 214-215-216	
d. PHY 104-105-106	
Physics Majors	96
1. General Education Requirements and Electives (p. 46) (Program of study should include as many of the following courses as possible.)	
a. CHM 104-105-106	
b. MAT 200-201-202-205	
c. PHY 201-202-203	

College Transfer Programs

- K. Pre-Textile Chemistry C-032 96
1. General Education Requirements and Electives (p. 46)
(Program of study should include as many of the following courses as possible.)
 - a. CHM 104-105-106
 - b. MAT 200
 - c. PHY 104-105-106
 - d. CHM 214-215
 - e. ECO 205
- L. Pre-Textile Technology C-033 96
1. General Education Requirements and Electives (p. 46)
(Program of study should include as many of the following courses as possible.)
 - a. CHM 104-105-106
 - b. MAT 200
 - c. PHY 104-105-106
 - d. ECO 205
- M. Pre-Veterinary C-021 96
1. General Education Requirements and Electives (p. 46)
(Program of study should include as many of the following courses as possible.)
 - a. BIO 104-105-106
 - b. CHM 104-105-106
 - c. BIO 214-215-216
 - d. PHY 104-105-106
 - e. POL 201

Technical Programs



Technical Programs

Courses in the Technical Program are designed to meet the increasing demand for high level industrial and technical skills. The programs are planned to prepare students to earn a living as technical personnel in either agriculture, business, industry, government, the health occupations, or as owner-operators of their own businesses.

Technical programs are not intended for transfer to a four-year college or university. These curricula require two years for completion and are similar to four year university programs, but briefer and more technical in content. The primary objective is employment and further growth through occupational experience. An Associate in Applied Science Degree is awarded students completing the technical programs.

Students choosing to enter a technical program must meet educational aptitude requirements applicable to the individual program. Students should have a well-rounded educational background and possess adult maturity with a general aptitude for advanced training.

Students intending to continue their technical education in a four year college are advised to complete the physical education requirement.

PROGRAMS OF STUDY

Accounting T-016
Agri-Business T-001
Business Administration T-018
Criminal Justice T-129
 Corrections
 Law Enforcement
 Police Technician
Early Childhood Specialist T-073
Electronic Data Processing—
 Business T-022
Executive Secretarial T-030
General Occupational Technology T-114
Mechanical Drafting and Design
 Technology T-043
Nursing T-059
Paralegal T-120
Soil & Water Conservation T-013
Transportation Management T-034

TECHNICAL TRANSFER PROGRAMS

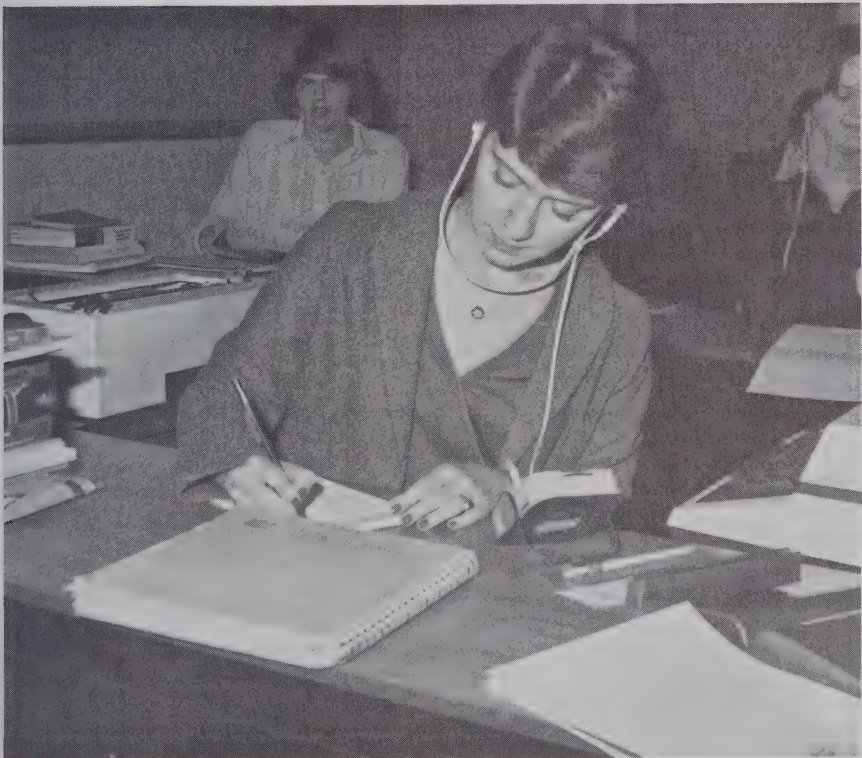
Davidson County Community College is currently negotiating with several institutions within the community college system to provide a greater range of curricular offerings to our students.

Students will pursue the first year of their technical program at Davidson County Community College before transferring as sophomores to nearby cooperating institutions to complete their program requirements. This arrangement will greatly reduce first year costs to the student.

Programs currently approved are:

Agriculture

- Agricultural Equipment
- Fish & Wildlife Management
- Forest Resources Technology
- Landscape Technology
- Livestock & Poultry Technology
- Recreational Grounds Management



Technical Programs

ACCOUNTING SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours	
			Class	Lab.	Credit
FIRST QUARTER					
BUS	130	Business Mathematics	5	0	5
BUS	211	Principles of Accounting	4	1	4
ECO	205	Economic Principles	5	0	5
ENG	111	Composition & Literature	3	0	3
			17	1	17
SECOND QUARTER					
BUS	123	Business Finance	3	0	3
BUS	201	Business Law	3	0	3
BUS	212	Principles of Accounting	5	0	5
ECO	206	Economic Principles	5	0	5
ENG	112	Composition & Literature	3	0	3
			19	0	19
THIRD QUARTER					
BUS	202	Business Law	3	0	3
BUS	213	Principles of Accounting	5	0	5
EDP	101	Introduction to Data Processing	3	0	3
ENG	123	Report Writing	3	0	3
PSY	221	Applied Psychology	3	0	3
			17	0	17
FOURTH QUARTER					
BUS	222	Intermediate Accounting	4	0	4
BUS	225	Cost Accounting	4	0	4
BUS	235	Introduction to Management	3	0	3
SPH	101	Oral Communications	3	0	3
			14	0	14
FIFTH QUARTER					
BUS	223	Intermediate Accounting	5	0	5
BUS	226	Cost Accounting	3	0	3
EDP	115	Systems I	3	2	4
		Elective	3	0	3
			14	2	15
SIXTH QUARTER					
BUS	224	Intermediate Accounting	5	0	5
BUS	227	Cost Accounting	3	0	3
BUS	229	Taxes	4	0	4
MAT	107	Elementary Statistics	5	0	5
			17	0	17
SEVENTH QUARTER					
BUS	230	Advanced Taxes	4	0	4
BUS	266	Advanced Accounting	4	0	4
BUS	269	Auditing	3	0	3
EDP	120	BASIC Language	2	2	3
ENG	222	Business Communications	3	0	3
			16	2	17
TOTAL CREDIT HOURS					116

Technical Programs

AGRI-BUSINESS

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours	Credit
			Class	Lab.	
FIRST QUARTER					
AGR	104	Agricultural Economics	3	0	3
AGR	170	Plant Science	5	2	6
ENG	111	Composition & Literature	3	0	3
MAT	120	Agricultural Calculations	5	0	5
			16	2	17
SECOND QUARTER					
AGR	121	Agricultural Chemistry	4	3	5
AGR	185	Soil Science & Fertilizers	5	2	6
ENG	112	Composition & Literature	3	0	3
		Social Science or Humanities Elective	3	0	3
			15	5	17
THIRD QUARTER					
AGR	125	Animal Science	5	2	6
ENG	123	Report Writing	3	0	3
		Agricultural Elective	3	0	3
		Social Science or Humanities Elective	3	0	3
			14	2	15
FOURTH QUARTER					
AGR	200	Agricultural Practicum	3	15	6
BUS	235	Introduction to Management	3	0	3
			6	15	9
FIFTH QUARTER					
BUS	111	Introduction to Business	3	0	3
BUS	130	Business Math	5	0	5
BUS	201	Business Law	3	0	3
SPH	101	Oral Communications	3	0	3
		Agricultural Elective	3	0	3
			17	0	17
SIXTH QUARTER					
AGR	201	Agri-Chemicals	5	2	6
AGR	204	Farm Business Management	5	2	6
AGR	218	Agricultural Machinery	3	2	4
BUS	211	Principles of Accounting	4	1	4
			17	7	20
SEVENTH QUARTER					
AGR	274	Pasture and Forage Crops	3	2	4
AGR	279	General Forestry	3	2	4
BUS	212	Principles of Accounting	5	0	5
BUS	272	Principles of Supervision	5	0	5
			16	4	18
TOTAL CREDIT HOURS					113

Technical Programs

BUSINESS ADMINISTRATION

Management

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
BUS	101	Typewriting	2	3	3
BUS	111	Introduction to Business	3	0	3
BUS	130	Business Mathematics	5	0	5
ECO	121	Economics	3	0	3
ENG	111	Composition & Literature	3	0	3
			16	3	17
SECOND QUARTER					
BUS	123	Business Finance	3	0	3
BUS	201	Business Law	3	0	3
BUS	211	Accounting	4	1	4
ECO	122	Economics	3	0	3
ENG	112	Composition & Literature	3	0	3
			16	1	16
THIRD QUARTER					
BUS	110	Office Machines	2	2	3
BUS	202	Business Law	3	0	3
BUS	212	Accounting	5	0	5
EDP	101	Introduction to Data Processing	3	0	3
ENG	123	Report Writing	3	0	3
			16	2	17
FOURTH QUARTER					
BUS	213	Accounting	5	0	5
BUS	235	Introduction to Management	3	0	3
BUS	239	Introduction to Marketing	5	0	5
BUS	255	Purchasing	3	0	3
			16	0	16
FIFTH QUARTER					
BUS	220	Managerial Accounting	3	0	3
BUS	236	Organizational Behavior	3	0	3
EDP	245	Management of Information Systems			
SPH	101	Oral Communications	3	0	3
		Social Science Elective	5	0	5
			17	0	17
SIXTH QUARTER					
BUS	229	Taxes	4	0	4
BUS	234	Industrial Administration	5	0	5
BUS	237	Personnel Administration	3	0	3
EDP	265	Management Science	3	0	3
ENG	222	Business Communications	3	0	3
			18	0	18
SEVENTH QUARTER					
BUS	230	Taxes	4	0	4
BUS	241	Labor Relations	3	0	3
BUS	260	Management Seminar	3	0	3
BUS	272	Supervision	5	0	5
		Business Elective	3	0	3
			18	0	18

TOTAL CREDIT HOURS

119

Technical Programs

BUSINESS ADMINISTRATION

Marketing Management

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week Class Lab.	Quarter Hours Credit
FIRST QUARTER				
BUS	101	Typewriting	2	3
BUS	111	Introduction to Business	3	3
BUS	130	Business Mathematics	5	5
ECO	121	Economics	3	3
ENG	111	Composition & Literature	3	3
			<u>16</u>	<u>17</u>
SECOND QUARTER				
BUS	123	Business Finance	3	3
BUS	201	Business Law	3	3
BUS	211	Accounting	4	4
ECO	122	Economics	3	3
ENG	112	Composition & Literature	3	3
			<u>16</u>	<u>16</u>
THIRD QUARTER				
BUS	110	Office Machines	2	3
BUS	202	Business Law	3	3
BUS	212	Accounting	5	5
EDP	101	Introduction to Data Processing	3	3
ENG	123	Report Writing	3	3
			<u>16</u>	<u>17</u>
FOURTH QUARTER				
BUS	213	Accounting	5	5
BUS	235	Introduction to Management	3	3
BUS	239	Introduction to Marketing	5	5
BUS	255	Purchasing	3	3
			<u>16</u>	<u>16</u>
FIFTH QUARTER				
BUS	243	Advertising	5	5
EDP	245	Management of Information Systems		
SPH	101	Oral Communication	3	3
		Social Science Elective	5	5
			<u>16</u>	<u>16</u>
SIXTH QUARTER				
BUS	229	Taxes	4	4
BUS	245	Retailing	5	5
BUS	248	Channel Management	3	3
BUS	249	Marketing Strategy Planning	3	3
ENG	222	Business Communications	3	3
			<u>18</u>	<u>18</u>
SEVENTH QUARTER				
BUS	219	Credit & Collections	3	3
BUS	232	Sales Development	3	3
BUS	250	Marketing Management	5	5
PSY	221	Applied Psychology	3	3
		Business Elective	3	3
			<u>17</u>	<u>17</u>

TOTAL CREDIT HOURS

117

Technical Programs

CRIMINAL JUSTICE

Corrections

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week Class Lab.	Quarter Hours Credit
FIRST QUARTER				
BUS	101	Typewriting	2	3
CJC	101	Introduction to Criminal Justice	5	0
CJC	103	Introduction to Corrections	5	0
ENG	111	Composition & Literature	3	0
			15	3
SECOND QUARTER				
CJC	102	Introduction to Criminology	5	0
ENG	112	Composition & Literature	3	0
PED	207	First Aid	3	0
		Elective	5	0
			16	0
THIRD QUARTER				
CJC	110	Juvenile Delinquency	5	0
CJC	236	Probations, Pardons, & Parole	5	0
ENG	123	Report Writing	3	0
SOC	201	Principles of Sociology	5	0
			18	0
FOURTH QUARTER				
CJC	238	Correctional Administration	5	0
CJC	250	Community Relations	3	0
SPH	101	Oral Communications	3	0
		Elective	5	0
			16	0
FIFTH QUARTER				
CJC	112	N. C. Juvenile Corrections	3	0
CJC	225	Criminal Procedures	5	0
		Psychology Elective	5	0
		Elective	3	0
			16	0
SIXTH QUARTER				
CJC	240	Institutional Procedures:	3	0
CJC	242	Contemporary Corrections	5	0
POL	202	State and Local Government	5	0
SOC	202	Social Problems	5	0
			18	0
SEVENTH QUARTER				
CJC	244	Special Problems of Misdemeanant	3	0
CJC	246	Correctional Seminar	3	0
		Psychology Elective	5	0
		Elective	5	0
			16	0

TOTAL CREDIT HOURS

116

Technical Programs

CRIMINAL JUSTICE Law Enforcement

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours	Credit
			Class	Lab.	
FIRST QUARTER					
BUS	101	Typewriting	2	3	3
CJC	101	Introduction to Criminal Justice	5	0	5
CJC	120	Traffic Investigation	5	0	5
ENG	111	Composition & Literature	3	0	3
			<u>15</u>	<u>3</u>	<u>16</u>
SECOND QUARTER					
CJC	102	Introduction to Criminology	5	0	5
ENG	112	Composition & Literature	3	0	3
PED	207	First Aid	3	0	3
		Political Science Elective	5	0	5
			<u>16</u>	<u>0</u>	<u>16</u>
THIRD QUARTER					
CJC	110	Juvenile Delinquency	5	0	5
CJC	125	Motor Vehicle Law	3	0	3
ENG	123	Report Writing	3	0	3
SOC	201	Principles of Sociology	5	0	5
			<u>16</u>	<u>0</u>	<u>16</u>
FOURTH QUARTER					
CJC	103	Introduction to Corrections	5	0	5
CJC	250	Community Relations	3	0	3
SPH	101	Oral Communications	3	0	3
		Elective	5	0	5
			<u>16</u>	<u>0</u>	<u>16</u>
FIFTH QUARTER					
CJC	225	Criminal Procedures	5	0	5
		Political Science Elective	5	0	5
		Sociology Elective	5	0	5
			<u>15</u>	<u>0</u>	<u>15</u>
SIXTH QUARTER					
CJC	205	Criminal Evidence	5	0	5
CJC	210	Criminal Investigation	5	0	5
CJC	211	Introduction to Criminalistics	2	3	3
		Elective	5	0	5
			<u>17</u>	<u>3</u>	<u>18</u>
SEVENTH QUARTER					
CJC	212	Criminalistics	4	3	5
CJC	215	Criminal Law	5	0	5
CJC	220	Police Organization & Administration	5	0	5
		Psychology Elective	5	0	5
			<u>19</u>	<u>3</u>	<u>20</u>
TOTAL CREDIT HOURS					117

Students planning to pursue a four-year program should take that math sequence acceptable to the senior institution.

Technical Programs

EARLY CHILDHOOD SPECIALIST SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
FIRST QUARTER					
EDU	121	Human Growth & Development	3	3	4
EDU	127	Group Care of Infants	3	3	4
ENG	111	Composition & Literature	3	0	3
PSY	122	Dynamics of Human Behavior	3	2	4
SPH	101	Oral Communications	3	0	3
			15	8	18
SECOND QUARTER					
ART	240	Art for Young Children	1	5	3
EDU	122	Human Growth & Development	3	3	4
EDU	126	Language Arts	3	3	4
ENG	112	Composition & Literature	3	0	3
PED	207	First Aid	3	0	3
			13	11	17
THIRD QUARTER					
EDU	123	Human Growth & Development	3	0	3
EDU	125	Working with Young Children	3	9	6
NUT	121	Nutrition	3	3	4
		Social Science Elective	3	0	3
			12	12	16
FOURTH QUARTER					
BIO	100	Life Science for Young Children	4	2	5
PED	205	Health	5	0	5
SOC	122	The Family in the Community	3	0	3
		Elective	3	0	3
			15	2	16
FIFTH QUARTER					
EDU	220	Preschool Education	3	0	3
EDU	223	Activities for Young Children	3	9	6
EDU	224	Seminar Practicum	3	9	6
			9	18	15
SIXTH QUARTER					
ENG	222	Business Communications	3	0	3
EDU	225	Special Problems	2	0	2
EDU	226	Programming for Young Children	3	3	4
EDU	261	Seminar Practicum	2	10	4
		English Elective	3	0	3
			13	13	16
SEVENTH QUARTER					
EDU	221	The Exceptional Child	3	3	4
EDU	222	Parent Education	3	0	3
EDU	262	Seminar Practicum	2	10	4
SCI	103	Man's Physical Environment	3	2	4
			11	15	15
TOTAL CREDIT HOURS					113

Technical Programs

ELECTRONIC DATA PROCESSING—BUSINESS SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours	
			Class Lab.	Credit	
FIRST QUARTER					
BUS	111	Introduction to Business	3	0	3
BUS	211	Principles of Accounting	4	1	4
EDP	110	Introduction to Data Processing	3	1	3
EDP	115	Systems I	3	2	4
ENG	111	Composition & Literature	3	0	3
			16	4	17
SECOND QUARTER					
BUS	130	Business Mathematics	5	0	5
BUS	212	Principles of Accounting	5	0	5
EDP	144	Cobol I	3	2	4
ENG	112	Composition & Literature	3	0	3
			16	2	17
THIRD QUARTER					
BUS	213	Principles of Accounting	5	0	5
EDP	135	Principles of Operating Systems	3	0	3
EDP	222	Cobol II	3	2	4
ENG	112	Report Writing	3	0	3
			14	2	15
FOURTH QUARTER					
EDP	122	Introduction to RPG II	3	2	4
EDP	145	Systems II	3	2	4
SPH	101	Oral Communications	3	0	3
			9	4	11
FIFTH QUARTER					
EDP	142	Advanced RPG II	3	2	4
EDP	245	Management of Information Systems	3	2	4
EDP	252	Cobol III	3	2	4
		Social Science Elective	3	0	3
			12	4	14
SIXTH QUARTER					
EDP	132	Assembler I	3	2	4
EDP	225	Systems III	3	2	4
EDP	265	Management Science	3	0	3
		Business or EDP Elective	3	0	3
			12	4	14
SEVENTH QUARTER					
EDP	230	Data Processing Project	1	6	4
EDP	235	Systems IV	3	2	4
		EDP or Business Elective	6	4	8
			10	12	16
TOTAL CREDIT HOURS					104

Technical Programs

EXECUTIVE SECRETARIAL SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours	
			Class	Lab	Credit
FIRST QUARTER					
BUS	101	Typewriting	2	3	3
BUS	104	Shorthand	3	2	4
BUS	111	Introduction to Business	3	0	3
BUS	130	Business Mathematics	5	0	5
ENG	111	Composition & Literature	3	0	3
			16	5	18
SECOND QUARTER					
BUS	102	Typewriting	2	3	3
BUS	105	Shorthand	3	2	4
BUS	211	Accounting	4	1	4
ECO	121	Economics	3	0	3
ENG	112	Composition & Literature	3	0	3
			15	6	17
THIRD QUARTER					
BUS	103	Typewriting	2	3	3
BUS	106	Shorthand	3	2	4
BUS	112	Filing	3	0	3
BUS	114	Payroll Accounting	3	0	3
ENG	124	Advanced Grammar	3	0	3
			14	5	16
FOURTH QUARTER					
BUS	110	Office Machines	2	2	3
BUS	201	Business Law	3	0	3
BUS	205	Advanced Typewriting	2	3	3
BUS	206	Dictation & Transcription	3	2	4
BUS	209	Word Processing	1	2	2
SPH	101	Oral Communications	3	0	3
			14	9	18
FIFTH QUARTER					
BUS	207	Dictation & Transcription	3	2	4
BUS	210	Office Machines	2	2	3
BUS	214	Secretarial Procedures	3	1	3
BUS	229	Taxes	4	0	4
ENG	222	Business Communications	3	0	3
			15	5	17
SIXTH QUARTER					
BUS	208	Dictation & Transcription	3	2	4
BUS	215	Secretarial Procedures	3	1	3
EDP	101	Introduction to Data Processing	3	0	3
PSY	121	Personality Development	3	0	3
		Elective	5	0	5
			17	3	18
TOTAL CREDIT HOURS					104

Technical Programs

EXECUTIVE SECRETARIAL PROGRAM

A 15-Month Program

This program is designed for those students who have developed skills in typing and shorthand prior to enrolling at the College.

5 Qtr. Degree Program—A.A.S. Degree

			Hours Per Week	Quarter Hours	Credit
			Class	Lab.	
FIRST QUARTER					
BUS	111	Introduction to Business	3	0	3
BUS	130	Business Mathematics	5	0	5
BUS	205	Advanced Typewriting	2	3	3
BUS	206	Dictation & Transcription	3	2	4
ENG	111	Composition & Literature	3	0	3
			<u>16</u>	<u>5</u>	<u>18</u>
SECOND QUARTER					
BUS	207	Dictation & Transcription	3	2	4
BUS	210	Office Machines	2	2	3
BUS	211	Accounting	4	1	4
BUS	229	Taxes	4	0	4
ENG	112	Composition & Literature	3	0	3
			<u>16</u>	<u>5</u>	<u>18</u>
THIRD QUARTER					
BUS	112	Filing	3	0	3
BUS	208	Dictation & Transcription	3	2	4
EDP	101	Introduction to Data Processing	3	0	3
ENG	124	Advanced Grammar	3	0	3
PSY	121	Personality Development	3	0	3
			<u>15</u>	<u>2</u>	<u>16</u>
FOURTH QUARTER					
BUS	114	Payroll Accounting	3	0	3
BUS	214	Secretarial Procedures (1st Session)	3	1	3
BUS	215	Secretarial Procedures (2nd Session)	3	1	3
		Social Science Elective	5	0	5
ENG	222	Business Communications	3	0	3
			<u>17</u>	<u>2</u>	<u>17</u>
FIFTH QUARTER					
BUS	110	Office Machines	2	2	3
BUS	201	Business Law	3	0	3
BUS	209	Word Processing	1	2	2
ECO	121	Economics	3	0	3
SPH	101	Oral Communications	3	0	3
			<u>12</u>	<u>4</u>	<u>14</u>
TOTAL CREDIT HOURS					83
ADD PROFICIENCY CREDIT					<u>21</u>
TOTAL HOURS CREDIT					104

Technical Programs

GENERAL OCCUPATIONAL TECHNOLOGY

Description. Course work may be taken from the technical and vocational area. The students enrolled in this program may take two different approaches to complete the course work—(1) by completion of one year vocational courses and then by taking additional technical courses, (2) by taking vocational and technical courses at the same time. Three areas of concentration will be designated: Air Conditioning, Electronics and Mechanical.

Credits Required: 100 Credit hours with at least 50 credit hours of technical or college transfer courses.

Electives. Elective courses may be selected from any of those offered in the catalog. Vocational courses are credited for the General Occupational Technology Degree at only 2/3 the listed credit.

Required Core Courses:

ENGINEERING DRAWING

DFT	101	Engineering Drawing	3(2-4)
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ENGLISH

ENG	111	Composition & Literature	3(3-0)
ENG	112	Composition & Literature	3(3-0)
ENG	123	Report Writing	3(3-0)

MATHEMATICS

MAT	111	College Algebra	5(5-0)
MAT	112	Trigonometry	5(5-0)

PHYSICS

PHY	104	General Physics	4(3-3)
PHY	105	General Physics	4(3-3)

Technical Programs

MECHANICAL DRAFTING AND DESIGN TECHNOLOGY

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours	
			Class	Lab.	Credit
FIRST QUARTER					
DFT	101	Engineering Drawing	2	4	4
EGR	121	Introduction to Engineering	3	0	3
MEC	101	Machine Processes	2	3	3
MEC	123	Electricity	3	2	4
MEC	210	Manufacturing Materials	3	3	4
			13	12	18
SECOND QUARTER					
DFT	102	Engineering Drawing	2	4	4
MAT	111	College Algebra	5	0	5
MEC	102	Machine Processes	2	3	3
MEC	208	Machine Design	5	0	5
		Elective	3	0	3
			17	7	20
THIRD QUARTER					
DFT	103	Engineering Drawing	2	4	4
EGR	122	Numerical Control	1	2	2
MAT	112	Trigonometry	5	0	5
MEC	235	Industrial Hydraulics	3	3	4
		Elective	3	0	3
			14	9	18
FOURTH QUARTER					
DFT	204	Design Project	2	4	4
ENG	111	Composition & Literature	3	0	3
MEC	105	Statics	5	0	5
PHY	104	General Physics	3	0	3
PHY	141	Physics Laboratory	0	2	1
		Business Elective	3	0	3
			16	6	19
FIFTH QUARTER					
DFT	211	Mechanisms	3	2	4
ENG	112	Composition & Literature	3	0	3
MEC	205	Strength of Materials	3	2	4
PHY	105	General Physics	3	0	3
PHY	142	Physics Laboratory	0	2	1
SPH	101	Oral Communications	3	0	3
			15	6	18
SIXTH QUARTER					
ENG	123	Report Writing	3	0	3
MAT	199 ⁺	Calculus	5	0	5
MEC	206	Strength of Materials	3	3	4
MEC	209	Machine Design	3	3	4
		Elective	3	0	3
			17	6	19
TOTAL CREDIT HOURS					112

Technical Programs

NURSING SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week		Quarter Hours Credit
			Class	Lab.	
FIRST QUARTER					
BIO	204	Human Anatomy & Physiology	3	3	4
NSG	100	Drugs & Solutions	2	0	2
NSG	101	Foundations of Nursing	5	7	7
PSY	201	General Psychology	5	0	5
			15	10	18
SECOND QUARTER					
BIO	205	Human Anatomy & Physiology	3	3	4
NSG	102	Foundations of Nursing	5	7	7
PSY	202	Child Psychology	5	0	5
			13	10	16
THIRD QUARTER					
BIO	206	Human Anatomy & Physiology	3	3	4
NSG	103	Maternal & Newborn Nursing	5	7	7
SOC	201	Principles of Sociology	5	0	5
			13	10	16
FOURTH QUARTER					
NSG	200	Advanced Psychosocial Nursing	3	0	3
NSG	201	Mental & Physical Nursing	5	14	9
			8	14	12
FIFTH QUARTER					
ENG	104	Grammar and Composition	5	0	5
NSG	202	Mental & Physical Nursing	5	14	9
		Elective	3	0	3
			13	14	17
SIXTH QUARTER					
ENG	105	Literature and Composition	5	0	5
NSG	203	Mental & Physical Nursing	5	14	9
POL	201	American National Government	5	0	5
			15	14	19
SEVENTH QUARTER					
NSG	204	Mental & Physical Nursing	5	19	11
NSG	205	Trends & Issues	3	0	3
			8	19	14
TOTAL CREDIT HOURS					112

Students who take ENG 111, 112, 113, acquire 9 quarter hours, whereas those who take ENG 104, 105, will have 10 quarter hours.

NSG 102 and NSG 103 will be offered second and third quarters if enrollment warrants.

Technical Programs

PARALEGAL

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours	
			Class Lab.	Credit	
FIRST QUARTER					
BUS	101	Typing	2	3	3
BUS	130	Business Mathematics	5	0	5
BUS	201	Business Law	3	0	3
ENG	111	Composition & Literature	3	0	3
LEG	115	The Paralegal in the Legal System	3	0	3
			16	3	17
SECOND QUARTER					
BUS	202	Business Law	3	0	3
BUS	211	Accounting	4	1	4
BUS	229	Taxes	4	0	4
ENG	112	Composition & Literature	3	0	3
LEG	103	Investigation	3	2	4
			17	3	18
THIRD QUARTER					
BUS	231	Taxes	4	0	4
BUS	280	Business Organizations Law	4	0	4
LEG	104	Investigation	3	2	4
LEG	132	Law Library Research & Management	3	3	4
			14	5	16
FOURTH QUARTER					
LEG	133	Law Library Research & Management	2	1	2
LEF	135	Legal Systems	4	0	4
LEG	225	Law Office Management	3	1	3
LEG	231	Investigation of Criminal Cases	4	1	4
PSY	221	Applied Psychology or Social Science Elective	3	0	3
			16	3	16
FIFTH QUARTER					
BUS	282	Property Transactions	3	0	3
LEG	136	Legal Systems	4	0	4
LEG	223	Investigation of Civil Cases	3	1	3
LEG	226	Law Office Management	3	1	3
LEG	227	Estate Management	4	0	4
			17	2	17
SIXTH QUARTER					
BUS	283	Property Transactions	3	2	4
LEG	213	Law & The Family	3	0	3
LEG	214	Domestic Law Documents	1	0	1
LEG	228	Estate Management	4	1	4
LEG	235	Litigation Preparation	3	0	3
		Elective	3	0	3
			17	3	18
SEVENTH QUARTER					
ENG	222	Business Communications	3	0	3
LEG	216	Industrial Claims	2	0	2
LEG	229	Estate Management	2	0	2
LEG	230	Bankruptcy & Collections	4	0	4
LEG	250	Clinical Practice or Elective	1	12	5
			12	12	16

TOTAL CREDIT HOURS

118

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Technical Programs

SOIL & WATER CONSERVATION SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours
			Class Lab.	Credit
FIRST QUARTER				
AGR	104	Agricultural Economics	3	0
AGR	170	Plant Science	5	2
ENG	111	Composition & Literature	3	0
MAT	120	Agricultural Calculations	5	0
			16	17
SECOND QUARTER				
AGR	121	Agricultural Chemistry	4	3
AGR	185	Soil Science & Fertilizers	5	2
ENG	112	Composition & Literature	3	0
		Social Science or Humanities Elective	3	0
			15	17
THIRD QUARTER				
AGR	125	Animal Science	5	2
AGR	285	Soil Fertility	3	2
AGR	286	Soil Classification	3	2
ENG	123	Report Writing	3	0
			14	17
FOURTH QUARTER				
AGR	200	Agricultural Practicum	3	15
FIFTH QUARTER				
AGR	288	Soil & Water Engineering	2	4
AGR	290	Soil Conservation	4	3
SPH	101	Oral Communications	3	0
		Agricultural Elective	3	0
		Social Science or Humanities Elective	3	0
			15	18
SIXTH QUARTER				
AGR	201	Agri-Chemicals	5	2
AGR	204	Farm Business Management	5	2
AGR	218	Agricultural Machinery	3	2
AGR	289	Irrigation & Drainage	3	2
			16	20
SEVENTH QUARTER				
AGR	270	Pasture & Forage Crops	3	2
AGR	279	General Forestry	3	2
AGR	291	Applied Soil Conservation	3	3
		Agricultural Elective	3	0
			12	15
TOTAL CREDIT HOURS				110

Technical Programs

TRANSPORTATION MANAGEMENT SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours	Credit
			Class	Lab.	
FIRST QUARTER					
BUS	111	Introduction to Business	3	0	3
BUS	130	Business Mathematics	5	0	5
BUS	246	Introduction to Transportation	5	0	5
EDP	110	Introduction to Electronic Data Processing	3	1	3
ENG	111	Composition & Literature	3	0	3
			19	1	19
SECOND QUARTER					
BUS	211	Accounting	4	1	4
BUS	290	Class Tariff Theory	4	1	4
ECO	121	Economics	3	0	3
ENG	112	Composition & Literature	3	0	3
			14	2	14
THIRD QUARTER					
BUS	241	Labor Relations	3	0	3
BUS	291	Class Rate Application	3	2	4
ECO	122	Economics	3	0	3
ENG	123	Report Writing	3	0	3
		Business Elective	3	0	3
			15	2	16
FOURTH QUARTER					
BUS	239	Introduction to Marketing	5	0	5
BUS	292	Commodity Tariff Structure	3	2	4
BUS	293	Commodity Tariff Application	2	3	3
SPH	101	Oral Communications	3	0	3
			13	5	15
FIFTH QUARTER					
BUS	101	Typewriting	2	3	3
BUS	294	Commodity Column Structure	3	2	4
BUS	295	Commodity Column Rates	2	3	3
EDP	245	Management of Information Systems	3	0	3
		Social Science Elective	3	0	3
			13	8	16
SIXTH QUARTER					
BUS	102	Typewriting	2	3	3
BUS	201	Business Law	3	0	3
BUS	229	Taxes	4	0	4
BUS	296	Shipping Documents	5	0	5
ENG	222	Business Communications	3	0	3
			17	3	18
SEVENTH QUARTER					
BUS	110	Office Machines	2	2	3
BUS	202	Business Law	3	0	3
BUS	297	Transportation Management	5	0	5
BUS	298	Transportation Problems	1	4	3
PSY	221	Applied Psychology	3	0	3
			14	6	17

TOTAL CREDIT HOURS

115

Technical Programs



Vocational Programs



Vocational Programs

In a rapidly changing world of technologies, one must not lose sight of the growing need for skilled craftsmen. These craftsmen must acquire the technical knowledge of the occupation and be able to perform the necessary skills to meet successfully the increasing demands required in trades and industry.

Davidson County Community College offers a series of training courses in the trade division with emphasis on manipulative and mental skills applicable to a particular course for which a student is enrolled. These programs are designed to prepare the student for initial employment, retraining for new skills, or for advancement within a given vocation.

Trade programs require four, seven, or eight quarters of participation for students on a full-time basis. Applicants for the trade division will, therefore, be urged to enroll for a full-time program.

A diploma is awarded at the completion of a program. Certificates may be awarded for completion of designated portions of these programs.

PROGRAMS OF STUDY

Air Conditioning & Refrigeration V-024
Automotive Body Repair V-001
Automotive Mechanics V-003
Child Care Worker V-067
Electronic Servicing I V-042
Electronic Servicing II V-042
Industrial Maintenance V-028
Machinist V-032
Mechanical Drafting V-017
Teacher Aide V-088
Welding V-050

Some of the above programs earn credit toward the Associate of Applied Science Degree in the General Occupational Technology program. Inquiries should be directed to the Director of Admissions. The Child Care Worker program may be used as credit toward the Early Childhood Specialist Degree.

Vocational Programs

AIR CONDITIONING AND REFRIGERATION SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
AHR	1101	Heating Systems	3	6	5
AHR	1121	Principles of Refrigeration	3	12	7
MEC	123	Electricity	3	2	4
			9	20	16
SECOND QUARTER					
AHR	1122	Domestic & Commercial Refrigeration	3	9	6
DFT	1118	Blueprint Reading: Building Trades	1	2	2
MAT	1101	Fundamentals of Mathematics	5	0	5
MEC	1120	Sheet Metal Pattern Design	2	3	3
WLD	1101	Basic Gas Welding	1	3	2
			12	17	18
THIRD QUARTER					
AHR	1123	Principles of Air Conditioning	3	12	7
AHR	1128	Automatic Controls	3	6	5
DFT	1116	Blueprint Reading—Air Conditioning	1	2	2
ENG	1101	Reading Improvement	2	0	2
			9	20	16
FOURTH QUARTER					
AHR	1124	Air Conditioning & Heating Servicing	3	6	5
AHR	1126	All-Year Comfort Systems	3	6	5
AHR	1127	N. C. Code	3	0	3
ENG	1102	Communication Skills	3	0	3
MEC	1121	Duct Construction & Installation	1	3	2
			13	15	18
TOTAL CREDIT HOURS					68

AUTOMOTIVE BODY REPAIR SUGESTED SEQUENCE OF COURSES BY QUARTER

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
AUT	1111	Collision Damage	2	6	4
AUT	1115	Painting Equipment	2	6	4
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1121	Applied Science	5	0	5
WLD	1101	Basic Gas Welding	1	3	2
			15	15	20
SECOND QUARTER					
AUT	1112	Collision Damage	2	6	4
AUT	1121	Automotive Frames & Bodies	1	3	2
AUT	1122	Finishing Materials & Techniques	2	6	4
ENG	1101	Reading Improvement	2	0	2
PHY	1122	Applied Science	5	0	5
			12	15	17

Vocational Programs

THIRD QUARTER

AUT	1113	Collision Damage	1	3	2
AUT	1123	Glass & Panels	2	6	4
AUT	1124	Fiberglass & Trim	1	3	2
AUT	1125	Automotive Systems	1	3	2
PSY	1101	Human Relations	3	0	3
WLD	1105	Auto Body Welding	1	3	2
			9	18	15

FOURTH QUARTER

AUT	1114	Collision Damage	2	6	4
AUT	1126	Collision Estimates	1	3	2
AUT	1127	Body Shop Applications	2	6	4
BUS	1103	Small Business Operations	3	0	3
ENG	1102	Communication Skills	3	0	3
			11	15	16

TOTAL CREDIT HOURS 68

AUTOMOTIVE MECHANICS

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours	Credit
			Class	Lab.	
FIRST QUARTER					
AUT	1101	Internal Combustion Engines	3	10	6
AUT	1105	Fuel & Emission Control Systems	2	3	3
AUT	1107	Schematics & Diagrams	1	0	1
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1121	Applied Science	5	0	5
			16	13	20
SECOND QUARTER					
AUT	1102	Electrical Systems	5	12	9
AUT	1108	Schematics & Diagrams	1	0	1
PHY	1122	Applied Science	5	0	5
WLD	1101	Basic Gas Welding	1	3	2
			12	15	17
THIRD QUARTER					
AUT	1103	Chassis & Suspension Systems	3	9	6
AUT	1109	Schematics & Diagrams	2	0	2
AUT	1116	Braking Systems	3	3	4
AUT	1117	Air Conditioning	2	3	3
ENG	1101	Reading Improvement	2	0	2
PSY	1101	Human Relations	3	0	3
			15	15	20
FOURTH QUARTER					
AUT	1104	Automotive Servicing	3	9	6
AUT	1118	Automotive Power Trains	3	9	6
BUS	1103	Small Business Operations	3	0	3
ENG	1102	Communication Skills	3	0	3
			12	18	18
TOTAL CREDIT HOURS					75

Vocational Programs

(FOREIGN IMPORTED AUTOMOBILES)

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours
			Class Lab.	Credit
FIRST QUARTER				
AUT	1101	Internal Combustion Engines	3	10
AUT	1105	Automotive Fuel and	2	3
AUT	1107	Schematics & Diagrams	1	0
MAT	1101	Fundamentals of Mathematics	5	0
PHY	1121	Applied Science	5	0
			16	13
				20
SECOND QUARTER				
AUT	1102	Electrical Systems	5	12
AUT	1108	Schematics & Diagrams	1	0
PHY	1122	Applied Science	5	0
WLD	1101	Basic Gas Welding	1	3
			12	15
				17
THIRD QUARTER				
AUT	1103	Chassis & Suspension Systems	3	9
AUT	1109	Schematics & Diagrams	2	0
AUT	1116	Braking Systems	3	3
AUT	1117	Air Conditioning	2	3
ENG	1101	Reading Improvement	2	0
PSY	1101	Human Relations	3	0
			15	15
				20
FOURTH QUARTER				
AUT	1104	Automotive Servicing	3	9
AUT	1118	Automotive Power Trains	3	9
BUS	1103	Small Business Operations	3	0
ENG	1102	Communication Skills	3	0
			12	18
				18
TOTAL CREDIT HOURS				75

CHILD CARE WORKER

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours
			Class Lab.	Credit
FIRST QUARTER				
EDU	121	Human Growth & Development	3	3
EDU	127	Group Care of Infants	3	3
ENG	111	Composition & Literature	3	0
PSY	122	Dynamics of Human Behavior	3	3
SPH	101	Oral Communications	3	0
			15	9
				18

Vocational Programs

SECOND QUARTER

ART	240	Art for Young Children	1	5	3
EDU	122	Human Growth & Development	3	3	4
EDU	126	Language Arts	3	3	4
ENG	112	Composition & Literature	3	0	3
PED	207	First Aid	3	0	3
			<u>13</u>	<u>11</u>	<u>17</u>

THIRD QUARTER

EDU	123	Human Growth & Development	3	0	3
EDU	125	Working with Young Children	3	9	6
NUT	121	Nutrition	3	3	4
		Social Science Elective	3	0	3
			<u>12</u>	<u>12</u>	<u>16</u>

FOURTH QUARTER

BIO	100	Life Science for Young Children	4	2	5
EDU	1230	Supervised Laboratory Experience	3	10	5
PED	205	Health	5	0	5
SOC	122	Family in the Community	3	0	3
			<u>15</u>	<u>12</u>	<u>18</u>

TOTAL CREDIT HOURS 69

ELECTRONIC SERVICING I (Radio and Television)

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours	
			Class	Lab.	Credit
FIRST QUARTER					
ELN	1101	Direct & Alternating Current	7	15	12
MAT	1101	Fundamentals of Mathematics	5	0	5
PSY	1101	Human Relations	3	0	3
			15	15	20
SECOND QUARTER					
ELN	1102	Vacuum Tubes & Solid State Devices	7	18	13
ENG	1101	Reading Improvement	2	0	2
PHY	1103	Applied Science for Electronics	3	0	3
			12	18	18
THIRD QUARTER					
ELN	1103	Television Receiver Circuits	7	18	13
MAT	1115	Electrical Mathematics	5	0	5
			12	18	18
FOURTH QUARTER					
BUS	1103	Small Business Operations	3	0	3
ELN	1104	Module & Logic Circuits	6	18	12
ENG	1102	Communication Skills	3	0	3
			12	18	18
TOTAL CREDIT HOURS					74

**ELECTRONIC SERVICING II
(Industrial)****SUGGESTED SEQUENCE OF COURSES BY QUARTERS**

			Hours Per Week	Quarter Hours
			Class Lab.	Credit
FIRST QUARTER				
ELN	1101	Direct & Alternating Current	7	15
MAT	1101	Fundamentals of Mathematics	5	0
PSY	1101	Human Relations	3	0
			<u>15</u>	<u>20</u>
SECOND QUARTER				
ELN	1102	Vacuum Tubes & Solid State Devices	7	18
ENG	1101	Reading Improvement	2	0
PHY	1103	Applied Science for Electronics	3	0
			<u>12</u>	<u>18</u>
THIRD QUARTER				
ELN	1103	Television Receiver Circuits	7	18
MAT	1115	Electrical Mathematics	5	0
			<u>12</u>	<u>18</u>
FOURTH QUARTER				
BUS	1103	Small Business Operations	3	0
ELN	1104	Module & Logic Circuits	6	18
ENG	1102	Communication Skills	3	0
			<u>12</u>	<u>18</u>
FIFTH QUARTER				
DFT	104	Electronics Drawing	2	4
ELN	1121	Power & Signal Transmission	3	6
ELN	1122	FCC Regulations, 3rd Class	1	0
ELN	1123	Digital Circuits	5	6
			<u>11</u>	<u>17</u>
SIXTH QUARTER				
ELN	1124	FCC Regulations, 2nd Class	1	0
ELN	1126	Numerical Control Circuits	3	6
ELN	1128	Microprocessors	5	10
ELN	1130	Electromechanisms	3	0
			<u>12</u>	<u>17</u>
SEVENTH QUARTER				
EDP	120	Basic Language	2	2
ELC	1121	Electrical Machines	5	4
ELN	1129	Instrumentation	5	12
			<u>12</u>	<u>18</u>
EIGHTH QUARTER				
ELN	1127	Industrial Servicing	5	15
MEC	1116	Machine Elements	2	3
			<u>7</u>	<u>18</u>
TOTAL CREDIT HOURS				139

Vocational Programs

INDUSTRIAL MAINTENANCE SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week Class Lab.	Quarter Hours Credit
FIRST QUARTER				
AHR	1121	Principles of Refrigeration	3	7
DFT	1113 ¹	Blueprint Reading Mechanical	1	2
MEC	101	Machine Processes	2	3
MEC	123	Electricity	3	4
			9	16
SECOND QUARTER				
ENG	1101	Reading Improvement	2	2
MAT	1101	Fundamentals of Mathematics	5	5
MEC	102	Machine Processes	2	3
WLD	1121	Arc Welding	3	7
			12	17
THIRD QUARTER				
ELC	1121	Electrical Machines	5	6
ENG	1102	Communication Skills	3	3
MEC	235	Industrial Hydraulics	3	4
MEC	1111	Plumbing & Pipefitting	2	4
PSY	1101	Human Relations	3	3
			16	20
FOURTH QUARTER				
BUS	1105	Industrial Organizations	3	3
MEC	1116	Machine Elements	3	4
MEC	1131	Electromechanical Maintenance	3	7
WLD	1101	Basic Gas Welding	1	2
			10	16
TOTAL CREDIT HOURS				69

MACHINIST (Pre-Tool & Die Making) SUGGESTED SEQUENCE OF COURSES BY QUARTER

			Hours Per Week Class Lab.	Quarter Hours Credit	
FIRST QUARTER					
DFT	1113	Blueprint Reading: Mechanical	1	2	2
MAT	1101	Fundamentals of Mathematics	5	0	5
MEC	1101	Machine Shop Theory & Practice	3	15	8
PSY	1101	Human Relations	3	0	3
			12	17	18
SECOND QUARTER					
DFT	1114	Blueprint Reading: Mechanical	1	2	2
ENG	1101	Reading Improvement	2	0	2
MAT	1102	Shop Math	3	0	3
MEC	1102	Machine Shop Theory & Practice	3	12	7
MEC	1115	Ferrous & Non-Ferrous Metals	2	3	3
			11	17	17

Vocational Programs

THIRD QUARTER

DFT	1115	Blueprint Reading: Mechanical	1	2	2
ENG	1102	Communication Skills	3	0	3
MAT	1103	Shop Math	3	0	3
MEC	1103	Machine Shop Theory & Practice	3	12	7
PHY	1101	Applied Science	5	0	5
			15	14	20

FOURTH QUARTER

BUS	1105	Industrial Organization	3	0	3
MAT	1104	Machinist Mathematics	3	0	3
MEC	1104	Machine Shop Theory & Practice	3	12	7
PHY	1102	Applied Science	5	0	5
WLD	1101	Basic Gas Welding	1	3	2
			15	15	20

TOTAL CREDIT HOURS 75

MECHANICAL DRAFTING

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours	
			Class	Lab.	Credit
FIRST QUARTER					
DFT	1101	Engineering Drawing	2	9	5
MAT	1101	Fundamentals of Mathematics	5	0	5
MEC	101	Machine Processes	2	3	3
PSY	1101	Human Relations	3	0	3
WLD	1101	Basic Gas Welding	1	3	2
			13	15	18

SECOND QUARTER

DFT	1102	Engineering Drawing	2	9	5
DFT	1118	Blueprint Reading: Building Trades	1	2	2
ENG	1101	Reading Improvement	2	0	2
MAT	1102	Shop Math	3	0	3
MEC	1115	Ferrous & Non-Ferrous Metals	2	3	3
		Electives	3	0	3
			13	14	18

THIRD QUARTER

DFT	1103	Engineering Drawing	2	9	5
DFT	1112	Descriptive Geometry	2	3	3
MAT	1103	Shop Math	3	0	3
PHY	1101	Applied Science	5	0	5
		Elective	3	0	3
			15	12	19

FOURTH QUARTER

BUS	1105	Industrial Organizations	3	0	3
DFT	1104	Architectural Drawing	3	12	7
ENG	1102	Communication Skills	3	0	3
PHY	1102	Applied Science	5	0	5
			14	12	8

TOTAL CREDIT HOURS 73

Vocational Programs

TEACHER AIDE SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week Class Lab.	Quarter Hours Credit	
FIRST QUARTER					
BUS	101	Typewriting	2	3	3
EDU	121	Human Growth & Development	3	3	4
ENG	1101	Reading Improvement	2	0	2
MAT	100	Math for Young Children	3	3	4
PSY	1101	Human Relations	3	0	3
			13	9	16
SECOND QUARTER					
ART	240	Art for Young Children	1	5	3
EDU	122	Human Growth & Development	3	3	4
EDU	126	Language Arts	3	3	4
EDU	131	Teaching Reading to Children	3	3	4
PED	207	First Aid	3	0	3
			13	14	18
THIRD QUARTER					
EDU	123	Human Growth & Development	3	0	3
EDU	132	Word Attack Skills	3	3	4
EDU	221	The Exceptional Child	3	3	4
ENG	1102	Communication Skills	3	0	3
MUS	131	Music for Young Children	3	3	4
			15	9	18
FOURTH QUARTER					
BIO	100	Life Science for Young Children	4	2	5
EDU	100	Library & Business Machine Resources	2	2	3
EDU	136	Children's Literature	3	3	4
PED	101	Physical Activities for Young Children	3	3	4
SOC	122	Family in the Community	3	0	3
			15	10	19
TOTAL HOURS CREDIT					71

WELDING SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week Class Lab.	Quarter Hours Credit	
FIRST QUARTER					
DFT	1113	Blueprint Reading Mechanical	1	2	2
MAT	1101	Fundamentals of Mathematics	5	0	5
MEC	101	Machine Processes	2	3	3
WLD	1120	Oxyacetylene Welding and Cutting	3	12	7
			11	17	17
SECOND QUARTER					
MAT	1102	Shop Math	3	0	3
MEC	123	Electricity	3	2	4
MEC	1115	Ferrous & Non-Ferrous Metals	2	3	3
WLD	1121	Arc Welding	3	12	7
			11	17	17

Vocational Programs

THIRD QUARTER

DFT	1117	Blueprint Reading: Welding	1	2	2
ENG	1101	Reading Improvement	2	0	2
PSY	1101	Human Relations	3	0	3
WLD	1123	Inert Gas Welding	1	3	2
WLD	1124	Pipe Welding	3	12	7
			10	17	16

FOURTH QUARTER

BUS	1105	Industrial Organizations	3	0	3
ENG	1102	Communication Skills	3	0	3
WLD	1122	Commercial & Industrial Practices	3	9	6
WLD	1125	Certification Practices	3	6	5
			12	15	17

TOTAL CREDIT HOURS

67





Certificate Programs



CERTIFICATE PROGRAMS

Davidson County Community College offers a series of evening credit courses in the occupational division which lead to a certificate. These programs, similar to but involving less time than programs which offer a diploma or degree, are offered only in the evening.

Students who apply to transfer from the evening certificate program to a day or evening diploma or degree program may either receive partial curriculum credit or credit by proficiency.

These programs may be entered at any quarter. It is not necessary to take the courses in any given sequence.

PROGRAMS OF STUDY

Automotive Body Repair V-001

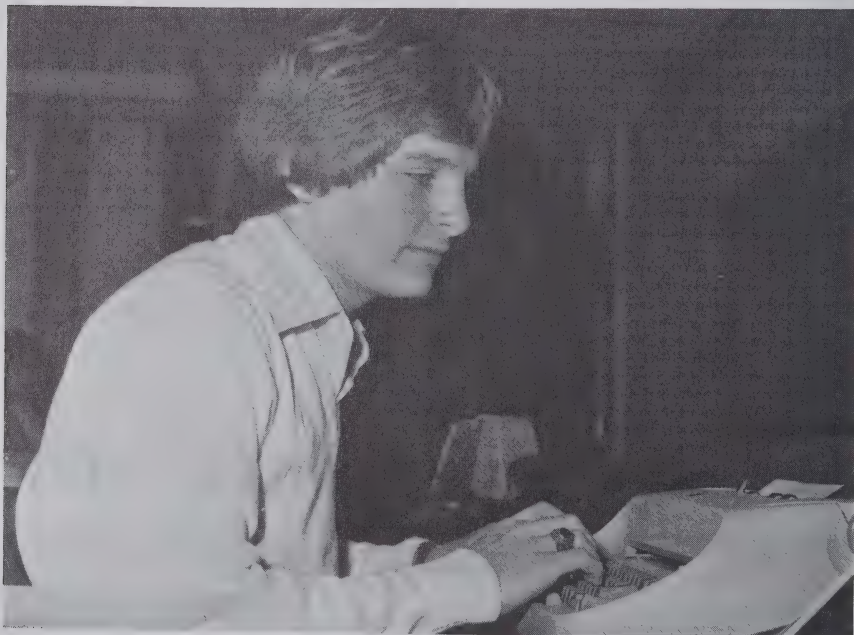
Automotive Mechanics V-003

Electronic Servicing V-042

Industrial Maintenance V-028

The following program will be offered on a day and evening basis during this academic year:

Security: Business and Industry T-129



Certificate Programs

AUTOMOTIVE BODY REPAIR

EVENING CERTIFICATE PROGRAM

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours	
			Class	Lab.	Credit
FIRST QUARTER					
AUT	1141	Collision Damage	1	3	2
WLD	1101	Basic Gas Welding	1	3	2
			2	6	4
SECOND QUARTER					
AUT	1142	Collision Damage	1	3	2
PHY	1141	Applied Science	3	0	3
			4	3	5
THIRD QUARTER					
AUT	1143	Collision Damage	1	3	2
ENG	1101	Reading Improvement	2	0	2
			3	3	4
FOURTH QUARTER					
AUT	1144	Collision Damage	1	3	2
FIFTH QUARTER					
AUT	1145	Collision Damage	1	3	2
MAT	1142	Occupational Math	3	0	3
			4	3	5
SIXTH QUARTER					
AUT	1146	Collision Damage	1	3	2
ENG	1102	Communication Skills	3	0	3
			4	3	5
SEVENTH QUARTER					
AUT	1147	Collision Damage	1	3	2
PSY	1101	Human Relations	3	0	3
			4	3	5
EIGHTH QUARTER					
AUT	1148	Finishing Metal Techniques	1	3	2
BUS	1103	Small Business Operations	3	0	3
			4	3	5
TOTAL CREDIT HOURS					37

AUTOMOTIVE MECHANICS

EVENING CERTIFICATE PROGRAM

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours	
			Class	Lab.	Credit
FIRST QUARTER					
AUT	1151	Internal Combustion Engines	1	3	2
MAT	1142	Occupational Math	3	0	3
			4	3	5
SECOND QUARTER					
AUT	1152	Electrical Systems	1	3	2
PHY	1141	Applied Science	3	0	3
			4	3	5

Certificate Programs

THIRD QUARTER

AUT	1153	Electrical Systems	1	3	2
ENG	1101	Reading Improvement	<u>2</u>	<u>0</u>	<u>2</u>
			3	3	4

FOURTH QUARTER

AUT	1154	Fuel & Emission Systems	1	3	2
AUT	1155	Schematics & Diagrams	<u>2</u>	<u>0</u>	<u>2</u>
			3	3	4

FIFTH QUARTER

AUT	1156	Chassis & Suspension Systems	1	3	2
AUT	1109	Schematics & Diagrams	<u>2</u>	<u>0</u>	<u>2</u>
			3	3	4

SIXTH QUARTER

AUT	1157	Braking Systems	1	3	2
ENG	1102	Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
			4	3	5

SEVENTH QUARTER

AUT	1158	Power Trains	1	3	2
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			4	3	5

EIGHTH QUARTER

AUT	1159	Air Conditioning	1	3	2
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			4	3	5

TOTAL CREDIT HOURS 37

ELECTRONIC SERVICING EVENING CERTIFICATE PROGRAM

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours	
			Class Lab.	Credit	
FIRST QUARTER					
ELN	1141	Direct & Alternating Current	1	3	2
MAT	1142	Occupational Math	<u>3</u>	<u>0</u>	<u>3</u>
			4	3	5
SECOND QUARTER					
ELN	1142	Direct & Alternating Current	1	3	2
MAT	1143	Occupational Math	<u>3</u>	<u>0</u>	<u>3</u>
			4	3	5
THIRD QUARTER					
ELN	1143	Vacuum Tubes & Solid State Devices	1	3	2
ENG	1101	Reading Improvement	<u>2</u>	<u>0</u>	<u>2</u>
			3	3	4
FOURTH QUARTER					
ELN	1144	Vacuum Tubes, Solid State Devices & Amplifier Systems	1	3	2
FIFTH QUARTER					
ELN	1145	Television Receiver Circuits	1	3	2
MAT	1144	Electrical Math	<u>3</u>	<u>0</u>	<u>3</u>
			4	3	5

Certificate Programs

SIXTH QUARTER

ELN	1146	Television Receiver Circuits	1	3	2
MAT	1145	Electrical Math	<u>3</u>	<u>0</u>	<u>3</u>
			4	3	5

SEVENTH QUARTER

ELN	1147	Module & Logic Circuits	1	3	2
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EIGHTH QUARTER

ELN	1148	Module & Logic Circuits	1	3	2
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			4	3	5

TOTAL CREDIT HOURS 33

INDUSTRIAL MAINTENANCE

EVENING CERTIFICATE PROGRAM

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours	
			Class	Lab.	Credit
FIRST QUARTER					
AHR	1144	Air Conditioning Systems	1	5	3
DFT	1113	Blueprint Reading	<u>1</u>	<u>2</u>	<u>2</u>
			2	7	5
SECOND QUARTER					
AHR	1145	Heating Systems	1	5	3
MAT	1141	Shop Mathematics	<u>2</u>	<u>0</u>	<u>2</u>
			3	5	5
THIRD QUARTER					
MEC	1148	Plumbing & Pipefitting	1	5	3
MEC	1141	Machine Shop Processes	<u>1</u>	<u>2</u>	<u>2</u>
			2	7	5
FOURTH QUARTER					
ENG	1101	Reading Improvement	2	0	2
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			5	0	5
FIFTH QUARTER					
MEC	123	Electricity	3	2	4
MEC	1142	Engine Lathe	<u>1</u>	<u>2</u>	<u>2</u>
			4	4	6
SIXTH QUARTER					
ELC	1141	Electrical Machines	1	5	3
WLD	1145	Oxyacetylene Welding and Cutting	<u>1</u>	<u>2</u>	<u>2</u>
			2	7	5
SEVENTH QUARTER					
MEC	235	Industrial Hydraulics	3	3	4
WLD	1146	Arc Welding	<u>1</u>	<u>2</u>	<u>2</u>
			4	5	6
EIGHTH QUARTER					
BUS	1105	Industrial Organizations	3	0	3
MEC	1149	Electromechanical Maintenance	<u>1</u>	<u>5</u>	<u>3</u>
			4	5	6
TOTAL CREDIT HOURS					43

Certificate Programs

SECURITY: BUSINESS AND INDUSTRY CERTIFICATE PROGRAM SUGGESTED SEQUENCE BY QUARTERS

			Hours Per Week	Quarter Hours	
			Class	Lab.	Credit
FIRST QUARTER					
CJC	1101	Introduction to Security	3	0	3
CJC	1102	Internal Security	3	0	3
CJC	1109	Defensive Tactics	0	2	1
ENG	1101	Reading Improvement	2	0	2
PED	207	First Aid	3	0	3
			11	2	12
SECOND QUARTER					
CJC	1103	Security of Physical Facilities	5	0	5
CJC	1105	Security Investigations	5	0	5
CJC	1106	Legal Aspects of Security Operations	5	0	5
ELC	1102	Applied Electricity	3	2	4
			18	2	19
THIRD QUARTER					
CJC	1104	Security Systems	3	0	3
CJC	1107	Environmental Safety	5	0	5
CJC	1108	Labor Law & OSHA	3	0	3
PSY	1101	Human Relations	3	0	3
			14	0	14
TOTAL CREDIT HOURS					45

**College Transfer
Technical
Vocational
Certificate**

Course Descriptions



Course Descriptions

The courses listed below constitute the content of the Junior College, Technical, and Vocational programs of the college.

Provided for each course is the following information: subject code and number, title, number of hours credit, and in parentheses, the number of lecture hours and the number of laboratory hours each week. The sequence of courses is indicated by symbols: "F" for Fall Quarter; "W" for Winter Quarter, "S" for Spring Quarter, "SS" for Summer School.

Junior College and **Technical** freshmen-level courses are numbered 100 through 199 and sophomore courses from 200 through 299. Courses should be pursued in normal sequence, with pre-requisite courses taken as indicated.

One quarter hour credit is earned for a class meeting one hour each week for the duration of the quarter. One credit hour will equal two hours of laboratory time except where noted in the course description.

Vocational courses are numbered 1100 through 1150. These courses normally do not count as credit toward Junior College or Technical work. One quarter hour credit is earned for a class meeting one hour per week for the duration of the quarter. One credit hour will equal three hours of manipulative laboratory time except where noted in the course description. Courses carrying 1140 numbers are available only in the evenings.

Non-Credit courses are numbered below 100.

The College reserves the right to cancel any course due to insufficient student enrollment.

COURSES

AGRICULTURE

AGR 104 Agricultural Economics F 3 Qtr. Hrs. Credit (3-0)

An introduction to economics, the functions of the economic system, and agriculture's role in the economy. A review of the functions of the manager and an introduction to the principles he uses in making decisions to adjust to changing conditions. Analysis of the main sources of change which affect agricultural firms.

AGR 121 Agricultural Chemistry W 5 Qtr. Hrs. Credit (4-3)

This course is designed to give the agriculture student an understanding of the fundamental principles and concepts of basic chemistry in their application to soil chemistry, fertilizer formulation, pesticide formulations, and other practical chemistry related agricultural topics. The degree and depth of interaction of this course with agriculture is directly related to student readiness and interest.

AGR 125 Animal Science S 6 Qtr. Hrs. Credit (5-2)

An introductory animal science course covering the fundamental principles of livestock production. A study of the animal body and the basic principles of reproduction, genetics, growth, fattening and digestion along with the selection, feeding, improvement, processing and marketing of livestock.

AGR 126 Light Horse Management 3 Qtr. Hrs. Credit (3-0)

History, evolution, breeds and functions of horses. Basic principles of horse nutrition, breeding, inheritance, disease and parasite prevention and control, and management. Prerequisites: AGR 125 or permission of instructor.

AGR 150 General Horticulture 4 Qtr. Hrs. Credit (3-2)

A course dealing with horticultural principles and the application of plant science fundamentals to horticultural practices.

AGR 151 Plant Materials 4 Qtr. Hrs. Credit (2-4)

Introduction to the study of woody plant materials which give an overview of the woody plants grown in nurseries for landscape purposes and those found in the woodlands and fields of North Carolina.

AGR 170 Plant Science F 6 Qtr. Hrs. Credit (5-2)

An introductory general botany and crop science course covering the fundamental principles of the reproduction, growth, functions, and development of seed bearing plants with application to certain commercially important plants in North Carolina.

AGR 185 Soil Science & Fertilizers W 6 Qtr. Hrs. Credit (5-2)

A fundamental course of soil science dealing with the origin, composition and classification of soils; their physical, chemical, and biological properties; and significance of these properties to soil management.

AGR 200 Agricultural Practicum SS 6 Qtr. Hrs. Credit (3-15)

Supervised learning experiences—learning experiences related to the student's program of instruction that requires development beyond normal college curriculum and facilities. Experiences will be organized cooperatively between the college and selected agricultural businesses. The student will gain practical on-the-job experience under the supervision of agricultural businessmen and agricultural department personnel. Oral and written reports, field problems, and group discussions will be included. The student must have a minimum of 15 hours per week or 165 hours per quarter of work experience to obtain credit for the course. Prerequisite: Three quarters in an agricultural program or permission of the instructor.

Course Descriptions

AGR 201 Agri-Chemicals

W 6 Qtr. Hrs. Credit (5-2)

A study of farm chemical pesticides, their ingredients, formulation, and farm application, with emphasis on the effective and safe use of chemicals in agricultural pest control. The course also includes a study of federal and state pesticide laws and regulations.

AGR 204 Farm Business Management

W 6 Qtr. Hrs. Credit (5-2)

A review of the functions of the manager of a business firm and the problems he faces. Development of the concept of planning by both partial and complete budgeting. Review of the concepts of costs and the length of run in production. Practice in preparing enterprise budgets as an aid in choosing what to produce. Use of partial budgeting to find the least cost production procedure. Analysis of production data to select the level of production that yields the most net revenue. Relationship between size, efficiency and income of a farm. Review of procedures for evaluating the efficiency of the manager. Prerequisite: AGR 104.

AGR 218 Agricultural Machinery

W 4 Qtr. Hrs. Credit (3-2)

A study of the principles of operation of internal combustion engines; components systems; engine types; selection, operation, adjustment, and care of farm tractors and agricultural machinery.

AGR 227 Beef Cattle Production

4 Qtr. Hrs. Credit (3-2)

A study of the principles of selection, breeding, feeding, care, and management of beef cattle.

AGR 228 Livestock Diseases & Parasites

4 Qtr. Hrs. Credit (3-2)

A course dealing with the common diseases and parasites of livestock; sanitation practices and procedures with emphasis on the cause, damage, symptoms, prevention and treatment of parasites and diseases, and management factors relating to disease and parasite prevention and control. Prerequisite: AGR 125.

AGR 251 Landscape Gardening

F 4 Qtr. Hrs. Credit (3-2)

An introduction and study of the basic principles of landscape design. Considerable emphasis is placed on the problems associated with residential site development. The course is not oriented toward a mastery of creativity and artistry, but toward an understanding of certain basic principles fundamental to all landscape design endeavors.

AGR 254 Plant Propagation

S S 4 Qtr. Hrs. Credit (3-2)

A study of basic concepts and principles of sexual and asexual propagation. Techniques are learned through practical exercises conducted in laboratory sessions. Emphasis is given to those propagation methods widely utilized in the industry.

AGR 257 Vegetable Production

4 Qtr. Hrs. Credit (3-2)

Methods and practices of home and commercial vegetable production, with emphasis on those grown in the South.

AGR 258 Turf Management

4 Qtr. Hrs. Credit (3-2)

A study of special-purpose turf grasses including identification, use, establishment, and maintenance of the specific grasses. The added laboratory time of this course permits field trips to golf courses where each student will observe and participate in those operations required to maintain a healthy, vigorous playing surface.

AGR 274 Pastures & Forage Crops

S 4 Qtr. Hrs. Credit (3-2)

A course dealing with the fundamentals of pasture and forage crop management. A study of the major grasses and legumes of economic importance in North Carolina. Soil site relationships and plant adaptation will be stressed. Prerequisite: AGR 170.

AGR 279 General Forestry

S 4 Qtr. Hrs. Credit (3-2)

A course dealing with the fundamentals of forestry, including commercial and farm forestry problems involving planting, protecting, thinning, harvesting, and marketing.

Course Descriptions

AGR 285 Soil Fertility

S 4 Qtr. Hrs. Credit (3-2)

A course dealing with plant nutrition and growth as related to crop fertilization; fertilizer materials, their properties, and usage. Soil fertility principles are applied to fertility evaluation of North Carolina soils.

AGR 286 Soil Classification

S 4 Qtr. Hrs. Credit (3-2)

A study of the classification of soils and the interpretation and evaluation of soil classification in determining soil management practices. Origin of soil, soil profile properties, soil survey programs, and soil maps. Field study of selected soil series. Prerequisite: AGR 185.

AGR 288 Soil & Water Engineering

F 4 Qtr. Hrs. Credit (2-4)

Emphasis will be focused upon the practical engineering aspects and field techniques of soil and water conservation. The areas of study included are computation of land areas, theory, techniques, and computation of differential and profile leveling. Also included will be the design and layout of terraces and farm ponds.

AGR 289 Irrigation & Drainage

W 4 Qtr. Hrs. Credit (3-2)

Emphasis will be placed upon the design, layout, installation and use of irrigation and drainage systems. Topics covered include gathering field data through surveys, types of irrigation and drainage systems, components of these systems, material available for use, economic consideration and use from the farmer's standpoint. Prerequisite: AGR 288.

AGR 290 Introduction to Soil Conservation

F 5 Qtr. Hrs. Credit (4-3)

An introduction to soil conservation, covering what is included in soil and water conservation, the public interest in soil and water conservation, who is involved in soil and water conservation, the available resources to carry out soil and water conservation measures, and the relationship of specialized knowledge in agronomy, biology, economics, engineering, soils, forestry, and recreation. Prerequisites: AGR 170, AGR 185.

AGR 291 Applied Soil Conservation

S 4 Qtr. Hrs. Credit (3-3)

A detailed study and on-site training, covering the proper servicing of conservation plans, revising plans, keeping plans current and up-to-date, maintenance of conservation measures applied to the land, and the procedure for keeping plans abreast of the times. Prerequisite: AGR 290.

AGR 298 Special Problems

3 Qtr. Hrs. Credit (2-3)

Individual study and reports on problem or topic of interest to the student under guidance of the instructor.

AIR CONDITIONING

AHR 1101 Heating Systems

F 5 Qtr. Hrs. Credit (3-6)

An introduction to forced air, hydronic, and solar heating. Consideration is given to heat calculations and equipment application. Other topics include fuel considerations, duct systems, and power humidifiers. Lab work includes oil burner service, trouble shooting, gas furnaces, electric furnaces, and heat pumps.

AHR 1121 Principles of Refrigeration

F 7 Qtr. Hrs. Credit (3-12)

An introduction to the principles of refrigeration, terminology, safety in the use of tools and equipment, the identification and the function of the component parts of the system. Other topics to be included will be the basic laws of refrigeration, characteristics and comparison of the various refrigerants; the use and construction of refrigeration valves, fittings and basic controls. Practical work includes refrigeration piping, flaring, soldering, tube bending; standard safety measures are stressed in the use and handling of refrigerants.

Course Descriptions

AHR 1122 Domestic & Commercial Refrigeration W 6 Qtr. Hrs. Credit (3-9)

A practical study of the design and construction of the various systems used in domestic and commercial refrigeration and freezers. Service work in the lab gives the student the advantage of actually working on this equipment from the standpoint of diagnosis of troubles and corrective action. Prerequisite: AHR 1121.

AHR 1123 Principles of Air Conditioning S 7 Qtr. Hrs. Credit (3-12)

Work includes practical problems in psychometries, investigation of factors affecting the control of air movement, temperature, and humidity. The first part puts emphasis on comfort cooling. The second part deals with practical design problems which include heat gain, heat calculations, and air distribution methods. Prerequisite: AHR 1121.

AHR 1124 Air Conditioning & Heating Servicing SS 5 Qtr. Hrs. Credit (3-6)

Designed to place into practical use the knowledge of previous courses; namely, Principles of Refrigeration, Heating Systems, Automatic Controls and Basic Gas Welding. Emphasis will be placed on problems of diagnosis followed by corrections and actual repair work in the laboratory. Prerequisite: AHR 1121, AHR 1101, AHR 1122, AHR 1123, and AHR 1128.

AHR 1126 All Year Comfort Systems SS 5 Qtr. Hrs. Credit (3-6)

Auxiliary equipment such as humidifiers and electronic air cleaners will be used in conjunction with air cooling and heating systems to provide "all year" comfort. This equipment will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, and electric resistance systems. Installation of heat pumps will be studied along with servicing techniques. Prerequisite: AHR 1122, AHR 1123, AHR 1101, and AHR 1128.

AHR 1127 N.C. Code SS 3 Qtr. Hrs. Credit (3-0)

Due to recent changes in State Statutes, all new installations of heating and air conditioning systems as well as replacements are subject to local inspections. This course will cover the various requirements for safe installation practices and stable design in order to protect the public from hazards resulting from faulty work.

AHR 1128 Automatic Controls S 5 Qtr. Hrs. Credit (3-6)

Types of automatic controls used in air conditioning and heating. Included in the course will be electrical circuits, capacitors, zone controls, oil heating controls, gas heating controls, electric heating controls, and cooling controls. Prerequisite: AHR 1122, ELC 1102.

AHR 1141 Principles of Refrigeration 2 Qtr. Hrs. Credit (1-5)

A study of the refrigeration cycle with particular reference to the pressure-temperature relationship of refrigerants. The subjects include: refrigeration tools and materials, electrical-magnetic fundamentals, electric motors, electric circuits and controls, compression systems and compressors, domestic refrigerators and freezers. After the lecture of fundamental theory students will start laboratory (shop) work on soldering and repairs to domestic refrigerators and freezers.

AHR 1142 Air Conditioning Servicing 2 Qtr. Hrs. Credit (1-5)

A study of the various types of air conditioning systems — packaged and applied. The subjects include: air conditioning controls, compressors, refrigerants, evaporators, condensers, trouble shooting and compressor changeout. Practical experience will be provided with existing laboratory equipment plus repair work by students on window type or packaged air conditioners. Prerequisite: AHR 1141.

AHR 1143 Oil Burner Servicing 2 Qtr. Hrs. Credit (1-5)

This course is centered around the complete service of oil fired furnaces. Burner service, oil piping, furnace wiring, state codes, blower service, combustion testing, furnace sizing, and trouble shooting are some of the major topics taught.

Course Descriptions

AHR 1144 Air Conditioning Systems

3 Qtr. Hrs. Credit (1-5)

A broad course including an introduction to principles of refrigeration, terminology, safety in use of tools and equipment. Work includes practical problems in psychrometrics, factors affecting air movement, temperature, and humidity. Subjects will include controls, compressors, refrigerants, evaporators, condensers, and trouble-shooting on existing laboratory equipment.

AHR 1145 Heating Systems

3 Qtr. Hrs. Credit (1-5)

An introduction to forced air, hydronic, and solar heating. Consideration given to heat calculations and equipment application. Other topics include fuel considerations, duct systems, and power humidifiers. Lab work includes oil burner service, trouble shooting, gas furnaces, electric furnaces, and heat pumps.

AHR 201 Heat Load Calculation & Design

6 Qtr. Hrs. Credit (4-4)

Practical procedures and data for calculating heat loss and heat gain in residential and commercial structures. Much of the data is secured from ASHRAE guide and data book. Prerequisite: AHR 1126.

AHR 202 Air Conditioning Systems & Duct Design

5 Qtr. Hrs. Credit (3-4)

Designed to aid the student in learning to create comfort systems for residence and industrial buildings. The student learns to calculate and specify the required equipment capacity based upon the ASHRAE standards. Practical problems will be used to demonstrate theoretical applications. Prerequisite : DFT 101 and MEC 1120.

AHR 203 Installation & Design Problems

6 Qtr. Hrs. Credit (4-4)

This course will consist of making drawings and designs that emphasize commercial refrigeration and air conditioning layouts. Information is gathered, calculations are made, schematic drawings are prepared, and specifications written for the specified installations. Prerequisites: DFT 101 and AHR 202.

ART

ART 101 Introduction to Art

F, W, S, 5 Qtr. Hrs. Credit (5-0)

An introduction to the visual arts with emphasis on understanding and personal enjoyment of selected works of art.

ART 111-112-113 Drawing and Composition

F, W, S, 3 Qtr. Hrs. Credit Each (1-5)

Fundamentals of drawing and composition in black and white and in color in a variety of media.

ART 114 Figure Drawing

F 3 Qtr. Hrs. Credit (1-5)

Development of proficiency in drawing the figure in a variety of media. Prerequisite: Art 112 or permission of the instructor.

ART 201, 202, 203 History of Art

F, W, S 5 Qtr. Hrs. Credit Each (5-0)

Survey of the development of Western art from prehistoric times to the present. 201 Art to the Renaissance; 202 Renaissance through Romanticism; 203 Realism through 20th Century.

ART 204, 205, 206 Painting

F, W, S, 3 Qtr. Hrs. Credit Each (1-5)

Development of creative ability and technical skill in painting. 204 Oil; 205 Polymer; 206 Water Color.

ART 210 Design

F 5 Qtr. Hrs. Credit (2-7)

Elements and principles of design.

ART 216 Crafts

S 3 Qtr. Hrs. Credit (1-5)

Crafts chosen from pottery, macrame, leathercraft, weaving, stitchery, metalcraft, bookbinding. Elective only for art majors.

Course Descriptions

ART 220-221 Ceramics

F, W, SS 3 Qtr. Hrs. Credit Each (1-5)

Hand-built and wheel-thrown ceramic artware with emphasis on creative design and craftsmanship. 220 elementary; 221 continuation with emphasis on throwing, glaze formulation and firing.

ART 222 Sculpture

S 5 Qtr. hrs. Credit (2-7)

Fundamentals of sculpture. Prerequisite: Art 113 or 211. Corequisite Welding 1101 (see p. 165).

ART 225 Printmaking

W 5 Qtr. Hrs. Credit (2-7)

Elementary art graphics including linocut and woodcut relief and silk screen prints with emphasis on design. Prerequisites: ART 111. Recommended ART 113.

ART 240 Art for Young Children

W 3 Qtr. Hrs. Credit (1-5)

A course of study of art for young children focusing on theory, methodology, materials usage and specific problems appropriate for treatment through art media by the young child. This course is for students in the Early Childhood programs or by permission of the instructor.

ART 295 Directed Studio Problems

F, W, S, 3 Qtr. Hrs. Credit (1-5)

Offered on request and only with approval of the instructor. May be repeated for credit.

AUTOMOTIVE

AUT 1101 Internal Combustion Engine

F 6 Qtr. Hrs. Credit (3-10)

Development of thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts; fuel and exhaust systems; cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. Corequisite: PHY 1121.

AUT 1102 Electrical Systems

W 9 Qtr. Hrs. Credit (5-12)

A thorough study of the automobile electrical systems. Units to be studied: battery, cranking motors, switches, gauges, generators, ignition systems, accessories, wiring, and testing equipment. Provides a full range of troubleshooting, testing, repairing, and adjusting these systems. Corequisite: PHY 1122.

AUT 1103 Chassis & Suspension Systems

S 6 Qtr. Hrs. Credit (3-9)

Principles and functions of automotive chassis. Practical job instruction in adjusting and repairing of suspension and steering systems. Units to be studied: shock absorbers, springs, steering systems, steering linkage, and front-end alignment.

AUT 1104 Automotive Servicing

SS 6 Qtr. Hrs. Credit (3-9)

Emphasis on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing, and replacing. Prerequisite: AUT 1103 or permission of instructor.

AUT 1105 Fuel & Emission Control Systems

F 3 Qtr. Hrs. Credit (2-3)

Study of the principles and functions of the automobile and light trucks fuel systems. Units to be studied: carburetors, fuel pumps, fuel filters, fuel tanks, fuel lines, air cleaners, fuel injectors, engine fuels, and emission control systems. Providing a full range of troubleshooting, testing, repairing, and adjusting these systems.

AUT 1107, 1108 Schematics & Diagrams 1107-F, 1108-W 1 Qtr. Hr. Credit (1-0)

Interpretation and reading of schematics and diagrams. Develops the ability to read and interpret blueprints, charts, wiring diagrams and service manuals. Includes the following automotive systems: engines, fuel systems, emission control systems, lubrication, and electrical systems.

AUT 1109 Schematics & Diagrams S 2 Qtr. Hrs. Credit (2-0)

Interpretation and reading of schematics and diagrams. Develop the ability to read and interpret blueprints, charts, wiring diagrams, and service manuals. Including the following automotive systems: suspension and steering, brakes, power train, air conditioning and cooling.

AUT 1111-1112-1113-1114 Collision Damage 4 Qtr. Hrs. Credit (2-6)
1111 F; 1112 W; 1114 SS 1113 S 2 Qtr. Hrs. Credit (1-3)

A thorough study of direct and indirect damages to automobiles caused by accidents, fire, and water. The identification of all auto body components along with the principles of metal straightening, including flanges, angles, stress points, and the adjustments of panels will be emphasized. Skill development will emphasize the use of tools and machines. Corequisites: AUT 1111—PHY 1121 and WLD 1101; AUT 1112—PHY 1122; AUT 1113—WLD 1105.

AUT 1115 Painting Equipment F 4 Qtr. Hrs. Credit (2-6)

A study of the painting equipment and systems used in auto refinishing. Air brushes, paint guns, paint booth, air regulators and air cleaners will be emphasized. The proper use of filler materials, undercoating, and priming materials will also be stressed.

AUT 1116 Braking Systems F, S 4 Qtr. Hrs. Credit (3-3)

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis on how they operate, proper adjustment, and repair.

AUT 1117 Air Conditioning S 3 Qtr. Hrs. Credit (2-3)

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms; the methods of operation and control; proper handling of refrigerants in changing the system.

AUT 1118 Power Trains SS 6 Qtr. Hrs. Credit (3-9)

Principles and functions of automotive power train systems: clutches, transmission gears, torque converter drive shaft assemblies, rear axles, and differentials. Identification of troubles, servicing, and repair.

AUT 1121 Automotive Frames & Bodies W 2 Qtr. Hrs. Credit (1-3)

A study of automotive frames and suspension systems and their roll in the control and the safety of the vehicle. Emphasis on the proper use of frame charts, gages, and frame machines to align frames and bodies.

AUT 1122 Finishing Materials & Techniques W 4 Qtr. Hrs. Credit (2-6)

A study of paints and related finishing materials emphasizing the development of the necessary skills to apply such materials. Surface preparation and masking techniques will be emphasized.

AUT 1123 Glass & Panels S 4 Qtr. Hrs. Credit (2-6)

A study of body alignment and installation of replacement panels. Use of metal straightening machines, gas, arc, and spot welding will be emphasized. Installation and adjustment of glass and sealing for water and air leaks will be studied.

AUT 1124 Fiberglass & Trim S 2 Qtr. Hrs. Credit (1-3)

A study of repairing, replacing and refinishing fiberglass panels. Automotive trim, including vinyl tops, dash panels, door panels will be studied with emphasis placed on the development of essential skills.

Course Descriptions

AUT 1125 Automotive Systems

S 2 Qtr. Hrs. Credit (1-3)

A study of various systems related to auto body repair including air conditioning, cooling, braking and electrical.

AUT 1126 Collision Estimates

SS 2 Qtr. Hrs. Credit (1-3)

A study of the fundamentals of appraising vehicle damage. Repair estimates will be made utilizing collision appraisal guides, parts books and labor time estimating tables. Prerequisite: AUT 1113.

AUT 1127 Body Shop Applications

SS 4 Qtr. Hrs. Credit (2-6)

A review of previous quarters including lab and classroom studies. New products and procedures will also be covered. Emphasis will be placed on the development of skills necessary for the student to enter the auto body repair industry. Prerequisite: AUT 1113.

AUT 1141 Collision Damage

2 Qtr. Hrs. Credit (1-3)

A study and identification of all auto body components along with the principles of metal straightening.

AUT 1142 Collision Damage

2 Qtr. Hrs. Credit (1-3)

A thorough study of direct and indirect damages to automobiles caused by accidents, fire, and water.

AUT 1143 Collision Damage

2 Qtr. Hrs. Credit (1-3)

A study of metal straightening including flanges, angles, and stress points.

AUT 1144 Collision Damage

2 Qtr. Hrs. Credit (1-3)

Repairs on damage panels including adjustments.

AUT 1145 Collision Damage

2 Qtr. Hrs. Credit (1-3)

Repairs on damaged sections including the use of hydraulic equipment.

AUT 1146 Collision Damage

2 Qtr. Hrs. Credit (1-3)

Repairs on damage panels using body fillers.

AUT 1147 Collision Damage

2 Qtr. Hrs. Credit (1-3)

Finishing of panels using primers and final finishing.

AUT 1148 Finishing Metal Techniques

2 Qtr. Hrs. Credit (1-3)

Application of principles taught in AUT 1141-1147 along with the proper method of preparing the car for delivery to the customer.

AUT 1149 Air Cooled Engines

2 Qtr. Hrs. Credit (1-2)

An introductory study of the construction and operation of the fuel, ignition, oiling, combustion, and power systems of 2-cycle internal combustion engines.

AUT 1150 Air Cooled Engines

2 Qtr. Hrs. credit (1-2)

Development of skills necessary to trouble-shoot and repair single cylinder, 2-cycle and 4-cycle engines will be emphasized.

AUT 1151 Internal Combustion Engines

2 Qtr. Hrs. Credit (1-3)

A study of the construction of internal combustion engine, tools needed for engine repair, and measuring equipment.

AUT 1152 Electrical Systems

2 Qtr. Hrs. Credit (1-3)

A study of basic automobile electrical fundamentals. Electrical measuring equipment will be emphasized.

AUT 1153 Electrical Systems

2 Qtr. Hrs. Credit (1-3)

Continuation of the study of electrical systems and measuring equipment.

Course Descriptions

AUT 1154 Fuel & Emission Systems

2 Qtr. Hrs. Credit (1-3)

Principles of automotive fuel and emission control systems, emphasizing carburetors, fuel pumps, fuel tanks, sending units, and injectors. Trouble shooting techniques to be emphasized.

AUT 1155 Schematics & Diagrams

2 Qtr. Hrs. Credit (2-0)

Interpretation and reading of schematics and diagrams. Develops the ability to read and interpret blueprints, charts, wiring diagrams and service manuals. Includes the following automotive systems: engines, fuel systems, emission control systems, lubrication, and electrical systems.

AUT 1156 Chassis & Suspension Systems

2 Qtr. Hrs. Credit (1-3)

A study of chassis and suspension systems. Includes checking chassis and suspension systems for loose and worn parts and making light repairs. An introduction to wheel alignment adjustments.

AUT 1157 Braking Systems

2 Qtr. Hrs. Credit (1-3)

A study of braking systems principles. Inspection of parts and making minor repairs. Includes turning drums and rotors on the lathe.

AUT 1158 Power Trains

2 Qtr. Hrs. Credit (1-3)

A study of principles and functions of power train systems. The development of skills needed for making minor repairs.

AUT 1159 Air Conditioning

2 Qtr. Hrs. Credit (1-3)

An introduction to the principles of refrigeration and a study of the operation of the component parts to be included. Also included will be procedures for making light repairs, testing systems, and handling refrigerants.

BIOLOGY

See also Chemistry, Physics, Science

BIO 100 Life Science for Young Children

SS 5 Qtr. Hrs. Credit (4-2)

A study of plants and animals; their adaptation, basic uses, growth processes, and relationship to the environment. Special emphasis will be given to activities related to teaching life science material to children. For students in A.A.S. Early Childhood Specialist Program or by permission of the instructor.

General Biology 104-105-106 Sequence

BIO 104 General Biology

F, W, S, SS 3 Qtr. Hrs. Credit (3-0)

Introduces the student to the molecular and cellular basis of biology. Designed to acquaint the student with the major principles of ecology, genetics, and evolution. Offers the student a brief introduction to human ecology. Corequisite: BIO 104L.

BIO 104L General Biology Laboratory

F, W, S, SS 1 Qtr. Hr. Credit (0-3)

A laboratory survey of general principles of biology including laboratory technique, ecology, genetics, cell physiology and chemistry. Corequisite: BIO 104.

BIO 105 General Biology

W, S, SS 3 Qtr. Hrs. Credit (3-0)

Surveys the principal groups of plants from the standpoint of their structures, classification, evolution and economic importance. Major emphasis is placed on the tissues, organs, physiology, and reproduction of seed plants. Prerequisites: BIO 104 and BIO 104L. Corequisite: BIO 105L.

BIO 105L General Biology Laboratory

W, S, SS 1 Qtr. Hr. Credit (0-3)

A laboratory survey of the plant kingdom. Corequisite: BIO 105.

Course Descriptions

BIO 106 General Biology

W, S, SS 3 Qtr. Hrs. Credit (3-0)

Introduction to the animal kingdom, including animal tissues, behavior, and major phyla of animals including the systems, diseases, and reproduction of man. Prerequisites: BIO 104 and BIO 104L. Corequisite: BIO 106L.

BIO 106L General Biology Laboratory

F, W, S 1 Qtr. Hr. Credit (0-3)

A laboratory survey of the animal kingdom including the systems of man. Corequisite: BIO 106.

BIO 204-205-206 Human Anatomy and Physiology

F, W, S 4 Qtr. Hrs. Credit Each (3-3)

A course in basic human anatomy and physiology with emphasis on the cell, body fluids, organ systems, and their interrelationships. Histological studies, physiological experiments including the use of an electronic physiograph, and dissection of a mammal represent some areas of the laboratory approach. A microbiology unit is included in the fall quarter stressing the importance of asepsis and knowledge of diseases of the human body.

BIO 214 Invertebrate Zoology

F 4 Qtr. Hrs. Credit (3-3)

Survey of the animals without backbones including their cells, tissues and systems. Emphasis on the morphology, physiology, ecology, and evolution of selected representatives from each phylum. Field trips involved. Prerequisite: BIO 104 and BIO 104L; Biology 106 recommended.

BIO 215 Vertebrate Zoology

W 4 Qtr. Hrs. Credit (3-3)

Survey of the vertebrates including cells, tissues, and systems. Emphasis on morphology, physiology, embryology evolution and natural history of selected representatives. Prerequisite: BIO 104 and BIO 104L; Biology 106 recommended.

BIO 216 Field Botany

S 4 Qtr. Hrs. Credit (3-3)

An introduction to field botany. The course is a survey of vascular plants emphasizing terminology, structure, relationships, and field identification. Each student is required to collect, identify, and mount a specified number of plants. Prerequisite: BIO 105 and BIO 105L. Offered as needed.

BUSINESS

See also Economics, Electronic Data Processing, and Legal

BUS 1103 Small Business Operations

F, SS, 3 Qtr. Hrs. Credit (3-0)

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems ordering and inventorying, layout of equipment and offices, methods of improving business and employer-employee relations.

BUS 1105 Industrial Organization

SS 3 Qtr. Hrs. Credit (3-0)

Methods, techniques, and practices of modern management in planning, organizing, and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.

BUS 101 Typewriting

F, W, S, SS 3 Qtr. Hrs. Credit (2-3)

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation and manuscript.

BUS 102 Typewriting

W, SS 3 Qtr. Hrs. Credit (2-3)

Emphasis on the development of speed and accuracy with further mastery of correct typewriting techniques. Application of these skills and techniques in tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 101 or the equivalent.

Course Descriptions

BUS 103 Typewriting

S 3 Qtr. Hrs. Credit (2-3)

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist producing mailable copies. Production units in tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 102 or the equivalent.

BUS 104 Shorthand

F 4 Qtr. Hrs. Credit (3-2)

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite or corequisite: BUS 101 or equivalent.

BUS 105 Shorthand

W 4 Qtr. Hrs. Credit (3-2)

Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisites: BUS 104 or equivalent.

BUS 106 Shorthand

S 4 Qtr. Hrs. Credit (3-2)

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 105.

BUS 110 Office Machines

F, S, SS, 3 Qtr. Hrs. Credit (2-2)

A general survey of the business and office machines. Training in techniques, processes, operation, and application of the ten-key adding machines, full keyboard adding machines, and calculators. Laboratory will be made available for two five-hour periods for completing homework assignments.

BUS 111 Introduction to Business

F 3 Qtr. Hrs. Credit (3-0)

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.

BUS 112 Filing

S 3 Qtr. Hrs. Credit (3-0)

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides.

BUS 114 Payroll Accounting

S, SS 3 Qtr. Hrs. Credit (3-0)

The various phases of the Social Security Act and other laws relating to the payment of wages and salaries. Emphasis on the basic payroll systems and accounting methods used in computing wages and the time-keeping systems used to record time worked. Prerequisite: BUS 211.

BUS 123 Business Finance

W 3 Qtr. Hrs. Credit (3-0)

Financing business units as individuals, partnerships, corporations, and trusts. A detailed study of short-term and long-term sources of capital.

BUS 129 Business Computations

F, W 1 Qtr. Hr. Credit (1-1)

A review of the basic computational processes of addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions. Specific emphasis is given to business applications of these computational processes. This course is required for those students who score below 49 on the mathematics section of the CGP Examination (computation option) who wish to take BUS 130 or BUS 211.

BUS 130 Business Mathematics

F, W, S 5 Qtr. Hrs. Credit (5-0)

Stress on the fundamental operations and their application to business problems. Topics covered include: payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: Score of 49 or higher on the mathematics section of the CGP Examination (computation option) or successful completion of BUS 129. (College Algebra does not substitute for this course.)

BUS 201 Business Law

F, W 3 Qtr. Hrs. Credit (3-0)

An introduction to business law acquainting the student with social forces, classes and sources of law, agencies for enforcement, and court procedure. Areas also covered are contracts, agency and employment, and negotiable instruments.

Course Descriptions

BUS 202 Business Law

W, S 3 Qtr. Hrs. Credit (3-0)

Includes the study of laws pertaining to personal property and bailments, sales of goods, insurance, government regulation of business, regulation of labor, civil and criminal liability, and business security. Prerequisite: BUS 201.

BUS 203 Personal Finance

S 3 Qtr. Hrs. Credit (3-0)

Designed to give practical help to the person who wants to do a better job of managing his personal finances. A study of personal financial planning, budgeting, buying on credit, borrowing money, using bank facilities, investing savings, buying all forms of insurance, home ownership, investing in securities, income taxes, social security, medicare, retirement planning, and estate planning.

BUS 205 Typewriting, Advanced

F 3 Qtr. Hrs. Credit (2-3)

Emphasis on the development of individual production rates. Review of letter forms, typing of reports and manuscripts, and statistical tabulation and centering techniques. Prerequisite: BUS 103

BUS 206 Dictation & Transcription

F 4 Qtr. Hrs. Credit (3-2)

Development of the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Prerequisite: BUS 106

BUS 207 Dictation & Transcription

W 4 Qtr. Hrs. Credit (3-2)

Principally a speed building course, covering materials appropriate to the course of study with emphasis on speed as well as accuracy in transcription. Prerequisite: BUS 206.

BUS 208 Dictation & Transcription

S 4 Qtr. Hrs. Credit (3-2)

Development of accuracy, speed, and vocabulary necessary to meet the stenographic requirements of business and professional offices. Prerequisite: BUS 207.

BUS 209 Word Processing

F, W, S 2 Qtr. Hrs. Credit (1-2)

Hands-on training and experience in the use of the MT/ST Model VI (Magnetic Tape/Selectric Typewriter), a basic magnetic keyboard. Word processing history, concepts, development and trends. (Independent study). Prerequisite: BUS 102 or equivalent.

BUS 210 Office Machines

W 3 Qtr. Hrs. Credit (2-2)

Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines. Laboratory will be made available for two five-hour periods for completing homework assignments. Prerequisite: BUS 110.

BUS 211 Principles of Accounting

F, W, S, SS 4 Qtr. Hrs. Credit (4-1)

Study of the basic structure of accounting; the evolution of accounting, the accounting cycle for service entities and merchandise enterprises, working papers, financial statements, receivables and payables. Prerequisite: Score of 49 or higher on the mathematics section of the CGP Examination (computation option) or successful completion of BUS 129.

BUS 212 Principles of Accounting

W, S, SS 5 Qtr. Hrs. Credit (5-0)

A continuation of the study of principles and practice as related to inventory, deferrals and accruals, plant assets and intangible assets, systems and controls, payroll systems, partnerships, and branch office accounting. Prerequisite: BUS 211.

BUS 213 Principles of Accounting

S, SS 5 Qtr. Hrs. Credit (5-0)

A further continuation relating to corporations, long-term liabilities and investments, manufacturing accounting, budgetary control management reports, and not-for-profit accounting. Prerequisite: BUS 212 or BUS 211 and permission of the instructor.

BUS 214, 215 Secretarial Procedures

214, W, SS; 215 S, SS 3 Qtr. Hrs. Credit Each (3-1)

Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. Procedures included: hostess duties, word processing responsibilities, use of transmittal services, record and personnel management, travel and conference responsibilities, collecting and presenting business data, financial and legal duties.

BUS 219 Credit Collections

S 3 Qtr. Hrs. Credit (3-0)

To provide a clear and concise understanding of consumer and business credit, its management and analysis, laws affecting it, and collection procedures.

BUS 220 Managerial Accounting

F 3 Qtr. Hrs. Credit (3-0)

A study of accounting procedures used by managers of non-accounting-oriented departments. Special emphasis is given to development of sales forecasts, budgets, cost behavior, and decision models to control expenses. Prerequisite: BUS 213.

BUS 222 Intermediate Accounting

SS 4 Qtr. Hrs. Credit (4-0)

The study of financial accounting, both theory and practice, as related to cash, temporary investments, receivables and current liabilities. Emphasis upon the balance sheet and income statement with detailed review of the accounting process, present value concepts and the theoretical framework of accounting. Prerequisite: BUS 213 or BUS 212 and permission of the instructor.

BUS 223 Intermediate Accounting

F 5 Qtr. Hrs. Credit (5-0)

Continuation of the study of financial accounting theory and practice as related to inventories, land, building, equipment, intangible assets, long-term investments, bonds, income tax allocation, leases and pensions. Prerequisite: BUS 222.

BUS 224 Intermediate Accounting

W 5 Qtr. Hrs. Credit (5-0)

Further continuation of the study of financial accounting theory and practice as related to paid-in capital, retained earnings, special shareholder calculations, accounting changes and correction of errors, the Funds' Statement and financial statement analysis. Prerequisite: BUS 223.

BUS 225 Cost Accounting

SS 4 Qtr. Hours Credit (4-0)

The study of managerial accounting as related to the controller's function, fundamental cost reports, classification of costs, the cost information system, job order costing, process costing, by-product and joint products costing, and planning and control of factory overhead. Prerequisite: BUS 213 or BUS 212 and permission of the instructor.

BUS 226 Cost Accounting

F 3 Qtr. Hrs. Credit (3-0)

Continuation of the study of managerial accounting as related to planning and control of materials and labor, budgeting and profit planning for cash, development expense, and commercial expenses. Use of the flexible budget and probabilistic budgets. Prerequisite: BUS 225.

BUS 227 Cost Accounting

W 3 Qtr. Hrs. Credit (3-0)

A further continuation of managerial accounting with emphasis upon standard costing, direct costing, marketing cost analysis, breakeven and cost-volume-profit analysis, differential cost analysis, and capital expenditure control. Prerequisite: BUS 226.

BUS 229 Taxes

W 4 Qtr. Hrs. Credit (4-0)

Application of federal and state taxes to various businesses and individuals. A study of tax theory interpretations of laws, and methods of filing taxes. Emphasis on basic income tax returns with supporting schedules and forms.

BUS 230 Advanced Taxes

S 4 Qtr. Hrs. Credit (4-0)

A continuation of BUS 229. Major areas of concentration are income taxes for partnerships, corporations and advanced individual income tax problems. Prerequisite: BUS 229.

Course Descriptions

BUS 231 Taxes for Paralegals

S 4 Qtr. Hrs. Credit (4-0)

A continuation of the study of federal income taxes; income tax withholding; declaration of estimated tax by individuals; preparation of income tax returns for individuals, partnerships, corporations, and fiduciaries. An introduction to property taxes, intangible taxes, sales and use taxes, and N. C. State Income taxes. Prerequisite: BUS 229

BUS 232 Sales Development

S 3 Qtr. Hrs. Credit (3-0)

A study of retail, wholesale, and specialty selling. Emphasis placed upon the field of selling, background for selling, the selling process, building and managing the sales force.

BUS 234 Industrial Administration

W 5 Qtr. Hrs. Credit (5-0)

A survey of the problems encountered in production management, including employee selection, plant location and design, time and motion study, routing and scheduling.

BUS 235 Introduction to Management

SS 3 Qtr. Hrs. Credit (3-0)

Principles of business management, including analysis of the methods and techniques essential to planning, organizing, leading, and controlling. Emphasis is given to procedures for coordination of objectives, policies and strategies, and plans among different levels of management, among different departments, and among subordinates within a specific department.

BUS 236 Organizational Behavior

F 3 Qtr. Hrs. Credit (3-0)

A study of the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity and profitability. Specific topic areas will include the formal versus informal organization, group dynamics, influencing behavior, management of conflict and chance, and conceptual foundations of organizational behavior.

BUS 237 Personnel Administration

W 3 Qtr. Hrs. Credit (3-0)

A study of the functions of personnel management including selection and placement, wage and salary administration, and employee relations programs. The role of personnel departments within the company and their relation to overall company goals will also be covered.

BUS 239 Introduction to Marketing

SS 5 Qtr. Hrs. Credit (5-0)

A general survey of the field of marketing, relationship to other functional areas of business such as production and finance, major activities of marketing, and participating business institution such as manufacturers, wholesalers, agents, brokers, and retailers.

BUS 240 Business Transportation Procedures

W 3 Qtr. Hrs. Credit (3-0)

A study of the general application of the various transportation carriers and their association to general business enterprises. Study of nomenclature and terminology as applied to shipping and receiving. Research of handling and preparation of those documents required by federal/state agencies and rates (regulations) pertinent to those instruments as well as liability. Projecting the need for and depth of knowledge of transportation in its relationship to business. Not open to transportation students.

BUS 241 Labor Relations

S 3 Qtr. Hrs. Credit (3-0)

A more detailed study of relations with union and non-union workers. History and organizational structure will be included as will material on unionization procedures. The process of collective bargaining will also be covered.

BUS 243 Advertising

F 5 Qtr. Hrs. Credit (5-0)

A study of advertising, with emphasis on its value as a marketing tool. Considers the communications aspect, the various media, effects, and laws.

BUS 245 Retailing

W 5 Qtr. Hrs. Credit (5-0)

A study of the role of retailing in the economy, including development of present retail structure, functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends.

BUS 246 Introduction to Transportation

F 5 Qtr. Hrs. Credit (5-0)

A study of the development of modern forms of transportation with special emphasis on common carriers, such as railroads, motor carriers, inland shipping, and pipelines. Examination of problems encountered when transporting products or commodities from manufacturers to wholesalers and retailers. Analysis of basic rate-making techniques and of government regulatory agencies.

BUS 247 Insurance

S 3 Qtr. Hrs. Credit (3-0)

An investigation of fundamentals of risk and its application with particular emphasis upon the exposures faced by the consumer and the insurance techniques to cope with these exposures.

BUS 248 Channel Management

W 3 Qtr. Hrs. Credit (3-0)

Training in the selection of the optimum channel of distribution for a specific industrial or consumer product in relation to the product characteristics, promotional support, and the price of the product. Prerequisite: BUS 239

BUS 249 Marketing Strategy Planning

W 3 Qtr. Hrs. Credit (3-0)

This course deals with the study of and coordination of numerous marketing strategies in four areas, including product development, distribution, promotion, and pricing of an industrial or consumer product. Prerequisite: BUS 239.

BUS 250 Marketing Management

S 5 Qtr. Hrs. Credit (5-0)

Course uses a case problem approach requiring analysis and detailed proposals for the solution of marketing management problems in all areas of a specific company's marketing program. The course requires the student to draw upon the content of all previous marketing courses in his curriculum as a background for solution of problems. Open only to students in the Marketing Management option of Business Administration. Prerequisite: BUS 239

BUS 255 Purchasing

SS 3 Qtr. Hrs. Credit (3-0)

The organization of industrial and commercial purchasing departments, methods of procurement, sources of supply, purchasing policies, and legal aspects of purchasing.

BUS 260 Management Seminar

S 3 Qtr. Hrs. Credit (3-0)

Course uses a case problem approach requiring detailed analysis and proposals for the solution of management problems in the functional areas of planning, organizing, leading, and controlling. Open only to students in the Management Option of Business Administration. Prerequisite: BUS 235

BUS 266 Advanced Accounting

S 4 Qtr. Hrs. Credit (4-0)

The study of specialized accounting topics at an advanced level. Emphasis upon accounting theory and external reporting, combined corporate entities and consolidations, partnerships, governmental and not-for-profit accounting, and fiduciary accounting. Prerequisite: BUS 224.

BUS 269 Auditing

S 3 Qtr. Hrs. Credit (3-0)

The study of theory and practice as related to the function of the independent auditor. Detailed emphasis upon the auditing environment, code of professional conduct, legal liability, internal control, working papers and audit evidence, audit sampling, EDP aspects, audit procedures, the audit report, and management letters. Prerequisite: BUS 224.

BUS 272 Principles of Supervision

S 5 Qtr. Hrs. Credit (5-0)

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Stress on methods of supervision.

BUS 280 Business Organizations Law

S 4 Qtr. Hrs. Credit (4-0)

A summary of the individual, partnership, and corporate forms of doing business, including professional associations, limited liability of corporations, and tax advantages. Emphasis is placed upon gathering appropriate data to support the making of the decision, gathering data to support the preparation of the documents

Course Descriptions

when the decision is made, and the processing of the documents when they have been prepared. Servicing the corporation. Scheduling of annual meetings, preparation of reports, tax returns, and the like. Prerequisite: BUS 202.

BUS 282 Property Transactions

F 3 Qtr. Hrs. Credit (3-0)

An introduction to basic concepts of real property law with emphasis on the mechanics of coveyances and encumbrances of real property. Basic provisions of deeds, mortgages and deeds of trust and the more common problems in real property titles will also be studied.

BUS 283 Property Transactions

W 4 Qtr. Hrs. Credit (3-2)

A study of the mechanics of simple title searches and examinations with practical experience in the use of courthouse records and preparation of suggested title certificates for approval by the title attorney. Also studied will be the mechanics of land sale closings — including the preparation and recording of simple deeds and deeds of trust; preparation of other land sale and loan closing documents, and the handling and disbursement of land sale and loan closing funds. Prerequisite: LEG 282.

BUS 290 Class Tariff Theory

W 4 Qtr. Hrs. Credit (4-1)

Study of class rate structure as related to current classifications and tariffs issued by various associations and/or rate bureaus. Analysis of basic ratemaking techniques and governmental regulatory agencies. General understanding of the various parts of the Interstate Commerce Act as they apply to their modes of transportation. Prerequisite: BUS 246.

BUS 291 Class Rate Application

S 4 Qtr. Hrs. Credit (3-2)

Student required to interpret and solve numerous shipping problems which approach as nearly as possible the actual movement of goods from shipper to receiver. Any rules and regulations applicable to these problems must be considered and used. Related governing publications such as participating carrier, scope of operation, routing guides, etc., must be regarded. Prerequisite: BUS 290.

BUS 292 Commodity Tariff Structure

SS 4 Qtr. Hrs. Credit (3-2)

Presentation of the application of commodity and commodity column tariffs and their relationship in precedence to that of class tariffs. Application of rate making rules to the basic movement of freight. Preliminary introduction to practical shipping problems. Prerequisite: BUS 290.

BUS 293 Commodity Tariff Application

SS 3 Qtr. Hrs. Credit (2-3)

Advanced study of tariffs and governing publications to shipping conditions with assignment of multitude of problems thereto. Equips student with adequate knowledge to assume a position with carrier and/or industry as rate analyst of specialist. Prerequisite: BUS 291.

BUS 294 Commodity Column Structure

F 4 Qtr. Hrs. Credit (3-2)

A continuance of application of the variety of class, commodity and class rate tariffs with considerable emphasis being placed on rules and regulations of classifications. Enumerates certain responsibilities of both shippers and carriers to these statutes and thereby establishes a uniform code of procedures. An outline of the applicability of the many governing publications to a particular tariff. Prerequisite: BUS 292.

BUS 295 Commodity Column Rates

F 3 Qtr. Hrs. Credit (2-3)

A further progression into the research and application of multitudinous tariffs not heretofore studied. Through this exposure, and with practical problems thereto, students will develop considerably more knowledge of the art and development of said tariffs. This progression will strengthen his ability to use various rate bureau publications and help solidify potential employment in the transportation industry. Prerequisite: BUS 293.

BUS 296 Shipping Documents

W 5 Qtr. Hrs. Credit (5-0)

Presentation of the importance of bill of lading, types of lading, freight bills and other numerous documents. Their function and application to both shipper and carrier and liability. Study of the preparation and issuance of the forms required by federal and state regulatory bodies, and those of the carriers themselves. Prerequisite: BUS 295.

BUS 297 Transportation Management

S 5 Qtr. Hrs. Credit (5-0)

Comprehensive study relative to weights and weighing. Embargoes, In-Transit Arrangements, Reconsignments and Diversions, Demurrage, Export and Import Traffic and Claims. Prerequisite: BUS 296.

BUS 298 Transportation Problems

S 3 Qtr. Hrs. Credit (1-4)

Analysis of Transportation problems utilizing a case problems approach. Prerequisite: BUS 297.

COMPOSITION

See English

CHEMISTRY

See also Biology, Physics, and Science

CHM 091 Introduction to Chemistry (G.S.)

SS, F 0 Qtr. Hrs. Credit (3-0)

An introduction to chemistry for the student with deficient background in chemistry. Chemical symbols, writing of formulas and equations, the use of the periodic chart, simple atomic structure; nomenclature; stoichiometry and the metric system are covered. (All students continuing in the general chemistry sequence must enroll in CHM 103.)

CHM 103 General Chemistry (G.S.)

F, W 4 Qtr. Hrs. Credit (4-3)

This course is designed to parallel the syllabus of CHM 104 with additional emphasis on removing any background deficiency. The first part concentrates on the skills of basic algebra and on building a firm foundation for the understanding of chemistry. Students without any background in chemistry may enroll in CHM 103 only after successful completion of CHM 091 or a satisfactory score on the chemistry placement exam which will be given on or prior to the first class meeting. The instructor may transfer any student from CHM 103 to CHM 091 or CHM 104 on the basis of their score on this placement exam. Corequisite: MAT 111.

CHM 104 General Chemistry

F 4 Qtr. Hrs. Credit (3-3)

This course covers the fundamental concepts of chemistry including atomic theory, electron configurations and the periodic chart, stoichiometry and heats of reactions. Prerequisites: High school chemistry and the recommendation of the guidance counselor. The instructor may transfer any student from CHM 104 to CHM 103 or CHM 091 on the basis of the results of the chemistry placement exam which will be given on or prior to the first class meeting. Corequisite: MAT 111.

CHM 105 General Chemistry

W, S 4 Qtr. Hrs. Credit (3-3)

Topics include: gas laws, liquid and solid states, redox reactions, solutions, electrochemistry, chemical kinetics and chemical equilibria. Prerequisite: CHM 103 (G.S.) or CHM 104.

CHM 106 General Chemistry

S, SS 4 Qtr. Hrs. Credit (3-3)

Topics include: Chemical Thermodynamics, acid base theory, ionic equilibria, organic and nuclear chemistry and the chemistry of complex-compounds. Prerequisite: CHM 105.

CHM 214-215 Quantitative Analytical Chemistry W, S 3 Qtr. Hrs. Credit Each (2-3)

CHM 214 topics include an introduction to the theory and practice of volumetric and gravimetric analysis, electro-chemistry and the theory of solution chemistry. CHM 215 topics include the continuation of the theory of solution chemistry, acid-base equilibria, ionic equilibria, solubility product constants and spectrometry.

Course Descriptions

This course is designed to meet the requirements for chemistry majors or chemical engineering majors in a senior college. CHM 215 is the continuation of 214. Students who wish to transfer the full credits to another college must complete the CHM 214-215 sequence. Prerequisite: Chemistry 106.

CRIMINAL JUSTICE

VOCATIONAL

CJC 1101 Introduction to Security F 3 Qtr. Hrs. Credit (3-0)

A study of the history of private security in the United States, the role of the private security officer, the need for public relations by private security officers, the career opportunities in private security, and a description of the services provided by private security agencies.

CJC 1102 Internal Security F 3 Qtr. Hrs. Credit (3-0)

This course will examine necessity of obtaining honest employees in industry and business. The student will be taught pre-employment investigation procedures and an overview of the function of the polygraph and P.S.E. in maintaining employee honesty, importance of employee security awareness, the procedures for basic cash handling, identifying company property, and kinds of employee thefts.

CJC 1103 Security of Physical Facilities W 5 Qtr. Hrs. Credit (5-0)

This course will consider security for buildings and physical facilities from the standpoint of criticality and vulnerability with emphasis upon providing the best physical security at the most economical cost of the business or industry. The student will examine fence-perimeter controls, exit-entry point control, maintenance-janitorial services control, warehouse-loading dock control, guard stations, and parking lot security.

CJC 1104 Security Systems S 3 Qtr. Hrs. Credit (3-0)

This course will analyze and study the various mechanical security devices currently in widespread use. The student will consider these various devices from the standpoint of economy of initial cost and operation versus the level of security provided by the devices. The student will examine basic alarm systems, key control, lock systems, safes, vaults, security guard patrols, employee lodge systems, closed circuit TV systems, and automatic lighting systems.

CJC 1105 Security Investigations W 5 Qtr. Hrs. Credit (5-0)

The course will instruct the student in the proper methods for the investigation of criminal activities most commonly associated with business and industry. The student will analyze the nature of such criminal activities as: shoplifting, armed robbery, burglary, industrial espionage, forgery, worthless checks, and counterfeit currency. The student will examine the proper relationship between public law enforcement and private security.

CJC 1106 Legal Aspects of Security Operations W 5 Qtr. Hrs. Credit (5-0)

This course will examine and analyze the criminal laws related to the business and industrial security function, the laws of evidence and criminal procedures for the State of North Carolina. The student will be instructed in the development of a legally sufficient security services contract.

CJC 1107 Environmental Safety S 5 Qtr. Hrs. Credit (5-0)

This course will examine the security officers function with regard to fire fighting equipment, fire and explosion evacuation planning, fire prevention devices, personal safety devices, and employee alcohol and drug abuse.

CJC 1108 Labor Law & OSHA S 3 Qtr. hrs. Credit (3-0)

This course will cover the basic labor laws as they apply to both the employee and employer. It will also include the "Occupational Safety and Health Administration Act (OSHA)" and what is required of an employer to insure safe working conditions for employees.

CJC 1109 Defensive Tactics

F 1 Qtr. Hr. Credit (0-2)

This course will instruct security personnel in the use of firearms and hand to hand combat tactics. The instruction will provide the student with a legal framework within which these tactics may be used. Each student will receive actual experience in both firearms and hand to hand fighting.

CJC 101 Introduction to Criminal Justice

F 5 Qtr. Hrs. Credit (5-0)

This course is designed to provide the student with a Philosophy of Criminal Justice, its legal limitations in our society and the primary responsibilities of the various agencies of the criminal justice system. The basic processes of criminal justice are discussed. The student will also receive an orientation relative to job opportunities.

CJC 102 Introduction to Criminology

W 5 Qtr. Hrs. Credit (5-0)

A general course designed to introduce the student to the causation of crime and criminal deviant behavior. The course will present the problem of crime historically and the aspects of contemporary efforts designed to meet the social problems caused by criminal behavior.

CJC 103 Introduction to Corrections

F, SS 5 Qtr. Hrs. Credit (5-0)

An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons, and correctional institutions and parole. This course will provide a history and philosophy in the field of corrections.

CJC 105 Patrol Tactics

3 Qtr. Hrs. Credit (3-0)

A study of police patrol techniques as a beginning until more effective techniques can be developed by the individual. Attention will be given to communication procedure, observation, field interviews, and preliminary investigation, and special patrol problems.

CJC 110 Juvenile Delinquency

S 5 Qtr. Hrs. Credit (5-0)

General survey of juvenile delinquency as an individual and social problem, theories of delinquency causation, and methods of prevention and correction. The course will also present a general overview of the Juvenile Court.

CJC 112 N.C. Juvenile Corrections

F 3 Qtr. Hrs. Credit (3-0)

The purpose of this course is to acquaint the student with Juvenile Court Procedure, Juvenile Detention and Juvenile Correctional Services in North Carolina. The main focus of instructions are: (1) Instruction on N. C. Juvenile Law, (2) N. C. Juvenile Court Procedures, (3) Juvenile Court Definitions and Terms, (4) Juvenile Probational Services relating to alternatives to juvenile incarcerations, (5) Juvenile Detention Services in N. C. for those waiting for adjudication and other actions, and (6) Identification of Contemporary Correctional Services.

CJC 120 Traffic Investigation

F 5 Qtr. Hrs. Credit (5-0)

A study of the history of the present traffic problems, the procedures of accident investigation, speed estimates based on formulas, the use of the N.C. Uniform Traffic Citation, and basic demonstrations of scientific aids to the traffic officer.

CJC 125 N.C. Motor Vehicle Law

S 3 Qtr. Hrs. Credit (3-0)

An in-depth study of Chapter 20 of the North Carolina statutes to include those laws concentrating on licensing, financial responsibility, equipment, and moving traffic violations.

CJC 205 Criminal Evidence

W 5 Qtr. Hrs. Credit (5-0)

Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court. Prerequisite: CJC 101 or permission of instructor.

CJC 208 Crime Scene Investigation

S 3 Qtr. Hrs. Credit (3-0)

This course is designed to familiarize the student with the importance of identifying types of evidence at a crime scene; to teach him to mark the evidence properly to establish a legal chain of evidence; and to instruct the student in the various ways: of preserving and packaging evidence for shipment to a crime lab.

Course Descriptions

CJC 210 Criminal Investigation

W 5 Qtr. Hrs. Credit (5-0)

This course introduces the student to fundamentals of investigation; crime scene search; recording, collection and preservation of evidence; sources of information; interview and interrogation, case preparation and court presentation. The course also explores various legal elements of specific offenses and provides the student with information useful in supporting those elements in a judicial proceeding.

CJC 211 Introduction to Criminalistics

W 3 Qtr. Hrs. Credit (2-3)

An introduction to the practical operations and techniques required in the police laboratory. Emphasis is placed on safety as well as utilization of the basic laboratory equipment.

CJC 212 Criminalistics

S 5 Qtr. Hrs. Credit (4-3)

An introduction to the forensic aspects of police science. The subject matter concentrates on the procedures to be undertaken in the crime lab. Emphasis is placed on fulfilling all legal requirements regarding the handling and evaluation of physical evidence. All students participate in a crime scene and the investigation of all evidence pertaining to the crime. Prerequisite: CJC 211, or a science course with a laboratory.

CJC 215 Criminal Law

S, SS 5 Qtr. Hrs. Credit (5-0)

A course designed to present the concepts of criminal law and to provide a legal groundwork for those who seek to enter the criminal justice field. Prerequisite: CJC 101, or permission of instructor.

CJC 218 Police Supervision

3 Qtr. Hrs. Credit (3-0)

A course designed for the supervisor in law enforcement. The course will discuss the role of the supervisor in the law enforcement organization as well as problems in the supervision of law enforcement personnel. Discussion will center on the societal demands in providing qualities necessary for supervisors.

CJC 220 Police Organization & Administration

S 5 Qtr. Hrs. Credit (5-0)

Introduction to principles of organization and administration, and discussion of the service functions, e.g. personnel management, police management training, communications, records, property maintenance, and miscellaneous services.

CJC 225 Criminal Procedures

F 5 Qtr. Hrs. Credit (5-0)

This course is designed to provide the student with a review of court systems, procedures from incident to final disposition and principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement. Prerequisite: CJC 101, or permission of the instructor.

CJC 236 Probations, Pardons, & Parole

S 5 Qtr. Hrs. Credit (5-0)

Probation as a judicial process and parole as an executive function are examined as community-based correctional programs and the use of pardons is reviewed.

CJC 238 Correctional Administration

SS 5 Qtr. Hrs. Credit (5-0)

Emphasis is placed on the principles of administration in the correctional setting, including budgeting and financial control, recruitment and development of staff, administrative decision-making, public relations and other correctional administrative functions.

CJC 240 Institutional Procedures

W 3 Qtr. Hrs. Credit (3-0)

The function of the custodial staff is examined with special emphasis on the correctional officer. Institutional procedures are reviewed, including recreation, classification, program assignment, and release procedures. The jail programs that are or could be implemented are reviewed. Juvenile detention facilities and practices are examined.

CJC 242 Contemporary Corrections

W 5 Qtr. Hrs. Credit (5-0)

Modern trends in corrections, such as the community-based programs in work-release, half-way houses, and contract program planning, as well as the therapeutic community and treatment team concept in institutions are described and evaluated.

CJC 244 Special Problems of Misdemeanants

S 3 Qtr. Hrs. Credit (3-0)

Special problems of correctional programming for the short-term offender will be examined, with special emphasis on alcoholism, drug abuse and narcotic problems, prostitution, homeless persons, and related problems.

CJC 246 Correctional Seminar

S 3 Qtr. Hrs. Credit (3-0)

The purpose of this course is to acquaint the correctional student with various correctional program counseling and interviewing techniques used in Diagnostical Interview, Case Work Supervision, Case Work One on One Counseling, Group Counseling, Vocational Counseling, and Marital and Family Counseling.

CJC 250 Community Relations

SS 3 Qtr. Hrs. Credit (3-0)

This course will be designed to help the student to become more professional in his orientation to law enforcement work. The law enforcement officer comes in contact with the various segments of society including people of different socioeconomic levels, ex-offenders and minority groups. This course should aid the officer by improving his ability to communicate effectively with different segments of the community. Because of the nature of law enforcement work, family, and marital problems often arise. The law enforcement officer may develop poor self-concepts and attitudes because he feels cut off from the rest of society. This course is designed to help the student become aware of these problems and take positive steps in correcting them.

CJC 261 Internship

F, W 5 Qtr. Hrs. Credit (2-15)

A coordinated experience through criminal justice and cooperative occupational education that is designed to enrich the criminal justice student's total development by integrating his formal education with well-planned and supervised practical work experience. Periodic conferences with the student, instructors, and employer will be conducted to coordinate learning activities. Prerequisite: A minimum of two quarters of Criminal Justice subjects and permission of the student's department chairman.

CJC 262 Internship

W, S 5 Qtr. Hrs. Credit (2-15)

A continuation of CJC 261 with emphasis on a carefully organized and supervised program to insure that the student is receiving on-the-job experience related to his academic education. Prerequisite: CJC 261 and permission of the student's department chairman.

CJC 263 Internship

S 5 Qtr. Hrs. Credit (2-15)

An in-depth work experience with greater emphasis on relating the job to the student's program of study. Increased coordination and supervision by instructors and employer. Prerequisite: CJC 262.

COOPERATIVE OCCUPATIONAL EDUCATION

COE 101 Cooperative Occupational Education

5 Qtr. Hrs. Credit (2-15)

Provides the student with an opportunity to gain, under staff supervision, practical occupational experience as an integral part of his formal education. This course offers valuable experience and training which is incorporated into the student's education through on-the-job training and supervision. Periodic conferences with the student, instructor, and employer will be conducted to coordinate learning activities. The work experience is planned to give realism and motivation to a pursuit of vocational and technical on-campus courses. Prerequisite: A minimum of two quarters of vocational or technical training and permission of the student's department chairman.

Course Descriptions

COE 102 Cooperative Occupational Education

5 Qtr. Hrs. Credit (2-15)

A continuation of COE 101. Emphasis will be placed on staff supervision and coordination to insure that the student is receiving on-the-job training that relates to his on-campus program of study. Prerequisites: COE 101 and permission of the student's department chairman.

COE 103 Cooperative Occupational Education

5 Qtr. Hrs. Credit (2-15)

A more complex process integrating academic education and on-the-job experience with the student's career goals. Learning objectives will be planned and implemented by the student with supervision by the instructor and employer. Prerequisite: COE 102 and permission of the student's department chairman.

DATA PROCESSING

See Electronic Data Processing

DRAFTING

DFT 1101 Engineering Drawing

F 5 Qtr. Hrs. Credit (2-9)

Introduction to the field of engineering drawing as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, and orthographic instrument drawing, including sectioning.

DFT 1102 Engineering Drawing

W 5 Qtr. Hrs. Credit (2-9)

The application of orthographic projection principles to the more complex drafting problems. Primary and secondary auxiliaries, simple and successive revolutions, shop processes, tolerancing, and threads, fasteners and springs are included. Introduction to detail and assembly drawings, with dimensioning practices approved by the United States of America Standards Institute. Prerequisite: DFT 1101.

DFT 1103 Engineering Drawing

S 5 Qtr. Hrs. Credit (2-9)

Applications and construction of charts, graphs, and nomographs in engineering the technical data. Axonometric and oblique projections, perspective, and intersection and developments of various types of geometrical objects. Also covers basic mechanisms of motion transfer, gears and cams, with drawings to emphasize methods of specifying, calculating, dimensions, and delineating. Prerequisite: DFT 1102.

DFT 1104 Architectural Drawing

SS 7 Qtr. Hrs. Credit (3-12)

An introduction to architectural drafting and design. Principles of individual room design, preliminary layout, working drawings and floor and plot plans. To include study of roofs, elevations and sections, stairways, fireplaces and chimneys, and of mechanical elements such as building construction, structural calculations and of electrical, plumbing, and heating plans. Prerequisite: DFT 1103.

DFT 1112 Descriptive Geometry

S 3 Qtr. Hrs. Credit (2-3)

Graphic analysis of space problems involving points, lines, planes, connectors, and a combination of these. Stress on practical design problems with analytical verification where applicable. Stress on visualization of every problem. Prerequisite: DFT 1102.

DFT 1113 Blueprint Reading: Mechanical

F 2 Qtr. Hrs. Credit (1-2)

Interpretation and reading of blueprints. Information on the basic principles of the blueprint, lines, views, dimensioning procedures, and notes.

DFT 1114 Blueprint Reading: Mechanical

W 2 Qtr. Hrs. Credit (1-2)

Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information, and processes. Prerequisite: DFT 1113.

DFT 1115 Blueprint Reading: Mechanical

S 2 Qtr. Hrs. Credit (1-2)

Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawings of complex parts and mechanisms for features of fabrication, construction, and assembly. Prerequisite: DFT 1104.

DFT 1116 Blueprint Reading: Air Conditioning

S 2 Qtr. Hrs. Credit (1-2)

A specialized course in small structure blueprint reading for the heating/air conditioning student. Emphasis will be placed on reading of blueprints that are common to the building trades, symbols, dimensioning practices, detailed structural drawings, and floor plans. Prerequisite: DFT 1113.

DFT 1117 Blueprint Reading: Welding

S 2 Qtr. Hrs. Credit (1-2)

Interpretation and readings of blueprints in welding. Information on the basic principles of welding blueprints such as dimensioning, procedures, and notes will be introduced. Prerequisite: DFT 1113.

DFT 1118 Blueprint Reading: Building Trades

W 2 Qtr. Hrs. Credit (1-2)

Interpretation and reading of construction blueprints. Information on the basic principles of the blueprint: lines, views, dimensioning, procedures, and notes.

DFT 1142 Drafting: Building Trades

W 2 Qtr. Hrs. Credit (1-2)

An introduction to architectural drafting. Principles of individual room design, preliminary layout, working drawings, and floor plans will be studied. Mechanical elements will be introduced. Prerequisite: DFT 1101 or DFT 101.

DFT 101 Engineering Drawing

F, W 4 Qtr. Hrs. Credit (2-4)

Introduction to the field of engineering drawing as the student begins the study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, and orthographic instrument drawing including sectioning.

DFT 102 Engineering Drawing

W, S 4 Qtr. Hrs. Credit (2-4)

The application of orthographic projection principles to the more complex drafting problems. Primary and secondary auxiliaries, simple and successive revolutions, shop processes, tolerancing, and threads, fasteners, and springs are included. Introduction to detail and assembly drawing, with dimensioning practices for them approved by the United States of America Standards Institute. Prerequisite: DFT 101.

DFT 103 Engineering Drawing

S 4 Qtr. Hrs. Credit (2-4)

Applications and construction of charts, graphs, and nomographs in engineering and technical data. Axonometric and oblique projections, perspective, and intersection and developments of various types of geometrical objects. Also covers basic mechanism of motion transfer, gears and cams, with drawings to emphasize methods of specifying, calculating, dimensions, and delineating. Prerequisite: DFT 102.

DFT 104 Electronic Drawing

F 4 Qtr. Hrs. Credit (2-4)

Introduction to the field of engineering drawing as applied to electronics. Particular emphasis is placed on reading and drawing of schematic diagrams and on circuit tracing. Basic skills and techniques of drafting are included.

Course Descriptions

DFT 204 Drafting — Design Project

S 4 Qtr. Hrs. Credit (2-4)

This course has been set up to allow the Mechanical Technology student to test his newly acquired technical skills in the solution of a design problem of his own choosing. In this way more flexibility is added to the program by the array of possible projects, and the transition from the academic world to the world of industry is begun in that the student is relying on his own initiative and inventiveness. Prerequisite: DFT 103.

DFT 211 Mechanisms

S 4 Qtr. Hrs. Credit (3-2)

Mathematical and drafting room solutions of problems involving the principles of machine elements. Study of motions of linkages, velocities, and accelerations of points within a link mechanism; layout methods for designing cams, belts, pulleys, gears, and gear trains. Prerequisites: DFT 204, MEC 105.

DRAMA

DRA 101 Introduction to Theater

F 3 Qtr. Hrs. Credit (3-0)

History of drama and stagecraft from early Greeks to Medieval English drama, plus background study on productions being done during the quarter.

DRA 102 Introduction to Theater

W 3 Qtr. Hrs. Credit (3-0)

History of drama and stagecraft from Renaissance to 19th century, plus background study on productions being done during the quarter.

DRA 103 Introduction to Theater

S 3 Qtr. Hrs. Credit (3-0)

History of drama and stagecraft in the modern period, plus background study on productions being done during the quarter.

DRA 104, 204 Acting

F 2 Qtr. Hrs. Credit Each (0-4)

Basic techniques of improvisation and character building. Student must try out for at least one production being done during quarter. Student directors may work with actors during this period.

DRA 105, 205 Acting

W 2 Qtr. Hrs. Credit Each (0-4)

Study of and practical experience in various approaches to acting techniques such as the Stanislavsky method. Student will be expected to try out for a part in a major production being done during the quarter and for at least one studio production. Student directors may work with actors during this period.

DRA 106, 206 Acting

S 2 Qtr. Hrs. Credit Each (0-4)

Student will be expected to develop a number of different character types for in-class presentation scenes chosen by the instructor. He must also try out for a role in a major production being given in that quarter and for a role in at least one studio production. Student directors may work with actors during this period.

DRA 107, 207 Makeup

F 1 Qtr. Hr. Credit Each (0-2)

A study of basic makeup techniques. Student will work with makeup crew on at least one production being given during the quarter.

DRA 108, 208 Makeup

W 1 Qtr. Hr. Credit Each (0-2)

Student will work in a variety of makeup materials, learning to utilize materials suitable for TV, movies, and theatre. Student will work on makeup crew for at least one production during the quarter.

DRA 109, 209 Makeup

S 1 Qtr. Hr. Credit Each (0-2)

Student will concentrate on building characters through makeup. He will work on makeup crew for at least one production during the quarter.

DRA 110, 220 Set Construction

F 1 Qtr. Hr. Credit Each (0-2)

Basic carpentry skills involved in set construction. Student will work on sets for production during quarter.

DRA 111, 221 Set Construction

W 1 Qtr. Hr. Credit Each (0-2)

Student will design and build specific parts of a set for a production during the quarter.

DRA 112, 222 Set Construction

S 1 Qtr. Hr. Credit Each (0-2)

Student will work with at least one student director on design and construction of a total set and work on any other sets being built during the quarter.

DRA 210 Directing

F 5 Qtr. Hrs. Credit (5-0)

Student will direct a studio production.

DRA 211 Directing

W 5 Qtr. Hrs. Credit (5-0)

Student will direct a studio production.

DRA 212 Directing

W 5 Qtr. Hrs. Credit (5-0)

Student will direct a studio production.

ECONOMICS

ECO 121 Economics

F, W 3 Qtr. Hrs. Credit (3-0)

Principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

ECO 122 Economics

W, S 3 Qtr. Hrs. Credit (3-0)

The principles of economics including the institutions and practices by which people gain a livelihood and a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution and consumption both in relation to the individual enterprise and to society at large.

ECO 205 Economic Principles

F, S, SS 5 Qtr. Hrs. Credit (5-0)

Introduction to the science of economics and the basic concepts upon which it is founded. Emphasis on macro-economic analysis (using some mathematical analysis) and the economic aspects of our society, such as national income accounting, money and banking, employment theory, and monetary and fiscal policy. Other topics of study will be an examination of economic systems in underdeveloped countries.

ECO 206 Economic Principles

W, SS 5 Qtr. Hrs. Credit (5-0)

Emphasis on micro-economic analysis with mathematical examination of supply and demand relations and of production theory and a study of the concepts underlying theory of the firm and its related models. Further study in economic problems of agriculture, labor, and welfare; examination of defense economics, international trade; introduction to decision theory. Prerequisite: ECO 205.

ELECTRONIC DATA PROCESSING

EDP 101 Introduction to Data Processing

S 3 Qtr. Hrs. Credit (3-0)

An introductory course in Data Processing for the student who does not plan to enter the electronic data processing field. This course prepares the student for future situations in which he must relate to a computer or a data processing department. Presents underlying concepts and operational principles of manual and automated data processing systems; provides an understanding of the language of modern automated business data processing.

EDP 102 Operation of Data Entry Devices

F 3 Qtr. Hrs. Credit (2-2)

In this course students learn to operate commonly found data entry devices for digital computers such as keypunch machines, verifiers, Key-To-Disk units, Cathode Ray Tubes, etc.

Course Descriptions

EDP 103 Introduction to Data Control

W 3 Qtr. Hrs. Credit (2-2)

In this course students learn the principles of control of input data and output data to digital computers with practical exercises.

EDP 105 Information Management in Criminal Justice

W 3 Qtr. Hrs. Credit (3-0)

Introduction to computer-based information processing concepts. Concepts of the management of information processing. Survey of applications in criminal justice including the study of related case studies. Prerequisite: CJC 101 or permission of data processing instructor.

EDP 110 Introduction to EDP

F 3 Qtr. Hrs. Credit (3-1)

An introductory course in data processing for the student who plans to enter the computer field. This course forms the basis for future programming courses. The course includes an overview of computer hardware, programming languages, software, and the general place of the computers in business firms. No previous knowledge of computers is required.

EDP 115 Systems I

F 4 Qtr. Hrs. Credit (3-2)

This course forms the basis for all future programming courses. The student will learn how to analyze problems for solution by computer and formulate the program logic necessary for coding computer programs. A laboratory period will provide practical experience in flowcharting and logic.

EDP 120 BASIC Language

W, S 3 Qtr. Hrs. Credit (2-2)

This is an elective course for Data Processing and non-Data Processing majors. The students will learn the basic computer language, which was designed for academic use. Students will then write programs related to their area of study. Prerequisites: Either EDP 110, EDP 101, ELN 1128 or permission of instructor.

EDP 122 Introduction to RPG II

SS 4 Qtr. Hrs. Credit (3-2)

A fundamental course in the RPG II language which stresses the generation of printed reports and other basic data processing steps.

EDP 132 Assembler I

W 4 Qtr. Hrs. Credit (3-2)

A fundamental course in assembly language programming. The assembler language structure, statement, and programming techniques are studied. The student uses laboratory periods to write programs to solve simple business problems. Prerequisite: EDP 110, EDP 115.

EDP 135 Principles of Operating Systems

S 3 Qtr. Hrs. Credit (3-0)

A study of computer operating systems, including the facilities and job control language as well as the use of systems utility programs. Prerequisite: EDP 144 or other high level computer language.

EDP 142 Advanced RPG II

F 4 Qtr. Hrs. Credit (3-2)

A continuation of the study of RPG II in EDP 122 covering more complex features and advanced programming techniques utilizing magnetic storage devices.

EDP 144 Cobol I

W 4 Qtr. Hrs. Credit (3-2)

A fundamental course in COBOL programming. The COBOL language structure, statements, and programming methods and techniques are studied. The student develops program logic and writes programs to solve sample business problems. Prerequisite: EDP 110, EDP 115.

EDP 145 Systems II

SS 4 Qtr. Hrs. Credit (3-2)

A course to provide students with sufficient knowledge of computer methodology for the use of computers in basic business applications. Prerequisites: EDP 144 or EDP 222.

EDP 214 PL/I

S 4 Qtr. Hrs. Credit (3-2)

A fundamental course in Programming Language I programming. The PL/I language structure, statement and methods are studied. Orientation is toward the business uses of the language. Laboratory work requires the student to develop programs to solve sample business problems. Prerequisite: EDP 110, EDP 115.

EDP 221 FORTRAN (Math-Science)

S 3 Qtr. Hrs. Credit (2-2)

To provide a basic knowledge of computer programming concepts using FORTRAN to solve problems in math and science. Designed for math-science applications.

EDP 222 COBOL II

S 4 Qtr. Hrs. Credit (3-2)

A continuation of the study of COBOL. Includes more complex COBOL instructions and techniques. Laboratory exercises involve developing program logic and writing programs to solve simulated industrial and business problems. Prerequisite: EDP 144.

EDP 225 Systems III

W 4 Qtr. Hrs. Credit (3-2)

A study of systems analysis techniques beginning with the exploration of user requirements and the methods of translating these requirements into information processing systems. Prerequisite: EDP 101 or EDP 110.

EDP 230 Data Processing Project

S 4 Qtr. Hrs. Credit (1-6)

The student will design, develop, and test an information processing application. Prerequisite: EDP 225.

EDP 235 Systems IV

S 4 Qtr. Hrs. Credit (3-2)

A continuation of EDP 225 which concentrates on case studies and special projects to further develop the skills of systems analysis. Prerequisite: EDP 225.

EDP 245 Management of Information Systems

F 3 Qtr. Hrs. Credit (3-0)

A study of management's responsibility and relationship to the data processing function using the case study technique. Students will learn to apply the computer to their needs, whether in a D.P. group or in another department.

EDP 252 COBOL III

F 4 Qtr. Hrs. Credit (3-2)

A continuation of the study of COBOL emphasizing the more complex features of the language, efficient programming techniques and debugging techniques. Laboratory exercises involve developing program logic and writing programs to solve simulated business and industrial problems. Prerequisite: EDP 222.

EDP 260 Selected Topics in Data Processing On Demand 3 Qtr. Hrs. Credit (2-2)

This course allows the coverage of selected topics not otherwise available in the data processing curriculum. The course content can be designed particularly for needs of specialized data processing course for other curriculums. Prerequisites: Either EDP 101, EDP 110, EDP 120 or permission of instructor.

EDP 261 Internship

W 5 Qtr. Hrs. Credit (2-15)

A coordinated experience through data processing and cooperative occupational education which provides the student with an opportunity to broaden his academic education through a supervised on-the-job laboratory experience. The work experience is to be well-planned and supervised, and related to the student's course of study. Periodic conferences with the student, instructors, and employer will be conducted. Prerequisite: A minimum of two quarters of EDP and permission of the student's department chairman.

EDP 262 Internship

S 5 Qtr. Hrs. Credit (2-15)

A continuation of EDP 261 with emphasis on a carefully organized and supervised program to insure that the student is receiving training that relates to his academic course of study. Prerequisite: EDP 261 and permission of the student's department chairman.

EDP 265 Management Science

W 3 Qtr. Hrs. Credit (3-0)

A survey of business oriented mathematical models used as a source of management information. Linear programming, simulation, and other packaged programs are studied. Prerequisite: EDP 110 or EDP 101.

Course Descriptions

EDP 267 Data Base Management

S 4 Qtr. Hrs. Credit (3-2)

A study of the function of management of data, whether stored in manual or computer files, from its inception to final use in the organization. Course will include projects in conjunction with data base system software.

EDP 272 FORTRAN (Business)

W or S 4 Qtr. Hrs. Credit (3-2)

An introduction to FORTRAN, a problem-oriented language. Laboratory exercises devoted to the developing of problem logic and writing programs using FORTRAN in primarily business applications. Prerequisite: EDP 110, 115.

EDUCATION

Vocational

EDU 1230 Supervised Laboratory Experience

SS 5 Qtr. Hrs. Credit (3-10)

A final intensive laboratory experience for vocational curriculum students designed to provide opportunity for refinement of skill in working with groups of young children.

Technical

EDU 100 Library & Business Machine Resources

SS 3 Qtr. Hrs. Credit (2-2)

Study of the practical uses of the resources of a library, including experience with the use and care of audio-visual, projection and duplicating equipment.

EDU 121 Human Growth & Development

F 4 Qtr. Hrs. Credit (3-3)

Introduction to the basic concepts in growth and sequencing development. Emphasis will be focused on all aspects of prenatal and infant development through the first two years of life.

EDU 122 Human Growth & Development

W 4 Qtr. Hrs. Credit (3-3)

A detailed study of the developmental sequence during the preschool period, ages 2 to 6. Emphasis is given to factors influencing development; the importance of experiences in establishing patterns of behavior, attitudes, interpersonal skill; language usage; and the relationship of early childhood to later realization of potential. Prerequisite: EDU 121.

EDU 123 Human Growth & Development

S 3 Qtr. Hrs. Credit (3-0)

A detailed study of the developmental sequence during middle childhood and adolescence. Emphasis is given to environmental and social factors which influence developmental rates, formulation of behavior patterns, and establishment of value systems and interest. Prerequisites: EDU 122.

EDU 125 Working with Young Children

S 6 Qtr. Hrs. Credit (3-9)

Case presentations, films, observations, and group discussions are utilized to study characteristic behaviors of each level of development and to derive guidelines for promoting desirable behaviors and for coping with undesirable behaviors. Laboratory experiences will provide opportunities to develop observation skill, effective techniques, and beginning skill in adapting activities to the needs of individual children. Through coordination with PSY, theories from behavioral science are identified as the foundation of techniques for working with young children. Prerequisite: EDU 124 or permission of instructor.

EDU 126 Language Arts

W 4 Qtr. Hrs. Credit (3-3)

Study of the development of communication skills in young children; theory and classroom methodology, resource selection and usage.

Course Descriptions

EDU 127 Group Care of Infants

F 4 Qtr. Hrs. Credit (3-3)

Study of principles and purposes of group care for infants: programming, planning and administration, staffing, and developmental considerations will be emphasized. Laboratory experience to include study of infants and their care in groups.

EDU 131 Teaching Reading to Children

W 4 Qtr. Hrs. Credit (3-3)

Study of currently used methods of facilitating reading, readiness and teaching reading to young children. Attention will be given to word recognition, comprehension skills, corrective reading procedures, and the influences of home environment.

EDU 132 Word Attack Skills

S 4 Qtr. Hrs. Credit (3-3)

Study of the use of skills such as phonics, syllabification, structural analysis, and contextual clues in the development of reading ability in young children.

EDU 136 Children's Literature

SS 4 Qtr. Hrs. Credit (3-3)

Study of the history and development of literature appropriate for young children along with the various categories of children's literature. Practical attention will be given to the selection, usage, and evaluation of materials.

EDU 220 Preschool Education

F 3 Qtr. Hrs. Credit (3-0)

A course of study focusing on historical trends in early childhood education, child development and day care: theory, methodology and significant influential persons. Overview of various current program models for young children.

EDU 221 The Exceptional Child

S 4 Qtr. Hrs. Credit (3-3)

Study of children with developmental variations requiring modification in activities. Consideration is given to recognition of problems, community resources and appropriate activities for the child with exceptional deviations in personality or physical development. Prerequisite: EDU 123 or by permission of instructor.

EDU 222 Parent Education

S 3 Qtr. Hrs. Credit (3-0)

Study of ways parents can be involved in the child development center, of the purposes and value of home visitation, and of techniques for reporting child progress to parents. The role of the early childhood specialist in aiding parents in guidance of the child's development is emphasized. Each student will develop a series of programs appropriate for presentation to the parents of preschool children.

EDU 223 Activities for Young Children

F 6 Qtr. Hrs. Credit (3-9)

Individual and group exploration of activities and media for promoting optimal overall development of children, with emphasis on music, math, social studies and physical movement. Laboratory experience provide opportunities to plan and implement a program which demonstrates the adaptability of specified activities and media to a variety of age levels. Prerequisite: EDU 125 or by special arrangement with the instructor.

EDU 224 Seminar Practicum

F 6 Qtr. Hrs. Credit (3-9)

Experience in a variety of child care settings to develop further skill in working with young children, in assisting with programming activities, and in adapting to the needs of individual children. Analysis of individual problems encountered in working with specific age groups. Prerequisite: EDU 125 or by permission of instructor.

EDU 225 Special Problems

W 2 Qtr. Hrs. Credit (2-0)

Directed study of a specialized area of early childhood, appropriate to the individual career interest of students. Prerequisites: Permission of instructor.

EDU 226 Programming for Young Children

W 4 Qtr. Hrs. Credit (3-3)

A study of planning and administration of appropriate programs for the care and education of young children. Laboratory experience provides opportunity to observe the various facets of operation of a school for young children. Prerequisite: EDU 125, EDU 220 or permission of instructor.

Course Descriptions

EDU 261 Seminar Practicum

W 4 Qtr. Hrs. Credit (2-10)

Extensive laboratory experience in programs for young children, correlated with lectures in cooperative occupational education. Provides student with practical skills for optimal job performance. Periodic conferences held to coordinate learning objectives. Prerequisite: EDU 224

EDU 262 Seminar Practicum

S 4 Qtr. Hrs. Credit (2-10)

Continuation of laboratory experience EDU 261 correlated with cooperative occupational education lectures. Prerequisite: EDU 261

EDU 290 Independent Study

1-4 Qtr. Hrs. Credit

Program of directed individual study in child development and/or early childhood education as arranged with the instructor. Offered on request.

ENGINEERING

Also see Drafting and Mechanical

EGR 121 Introduction to Engineering

3 Qtr. Hrs. Credit (3-0)

An introductory course to engineering technology which is designed to acquaint the student with the history, function, and fields of engineering technology, to develop his computational skill, and to provide him with an introduction to engineering problem solving. Such topics as problem presentation, significant figures, dimensional analysis, engineering graph preparation, and the slide rule application are included.

EGR 122 Numerical Control

S 2 Qtr. Hrs. Credit (1-2)

An introductory course to acquaint the student with principles and applications of numerical control. Relationships between machine tools, mathematics, and drafting practices are presented. Number systems, part programming, and manuscript preparation are covered. Prerequisite: MAT 111 or MAT 1101.

ELECTRICITY

ELC 1121 Electrical Machines

S 6 Qtr. Hrs. Credit (5-4)

A study of electrical machines and their control systems. The topics included are direct- and alternating-current motors, generators, and alternators.

ELC 1141 Electrical Machines

4 Qtr. Hrs. Credit (2-4)

A study of electrical machines and their control systems. The topics included are direct- and alternating-current motors, generators, and alternators.

ELECTRONICS

ELN 1101 Direct & Alternating Current

F 12 Qtr. Hrs. Credit (7-15)

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and fundamental concepts of alternating current flow.

ELN 1102 Vacuum Tubes & Solid State Devices

W 13 Qtr. Hrs. Credit (7-18)

An introduction to vacuum tubes and solid state devices and their application to monophonic and stereophonic amplifier systems and auxiliary equipment, using approved servicing techniques. Corequisite: PHY 1103.

ELN 1103 Television Receiver Circuits

S 13 Qtr. Hrs. Credit (7-18)

A study of principles of black and white and color television receivers, alignment of intermediate frequency amplifiers, and adjustment of horizontal and vertical sweep circuits, purity and convergence. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment. Additional study of more specialized servicing techniques. Corequisite: MAT 1115.

ELN 1104 Module & Logic Circuits

SS 12 Qtr. Hrs. Credit (6-18)

A basic study of modular and logic circuits with particular emphasis on their use in servicing consumer products. Logic gates, solid state display systems, counters, registers, memories, operational amplifiers, linear integrated circuits, and interfacing are some of the subjects studied in this course.

ELN 1121 Power & Signal Transmission

F 5 Qtr. Hrs. Credit (3-6)

A study of the electrical transmission of energy. The course covers the transmission of energy to operate equipment as well as to carry information. Topics range from basic building wiring to video microwave systems.

ELN 1122 FCC Regulations (3rd Class)

F 1 Qtr. Hr. Credit (1-0)

A weekly co-ordination of the students' self-study work preparing for Third Class Radio telephone license examination by the Federal Communications Commission.

ELN 1123 Digital Circuits

F 7 Qtr. Hrs. Credit (5-6)

A study of digital computer circuits both discrete-component and integrated, with particular emphasis on interface with controlled machines and production lines.

ELN 1124 FCC Regulations (2nd Class)

W 1 Qtr. Hr. Credit (1-0)

One of two courses specifically designed to prepare the student for the Federal Communications Commission examination for the Second-class Radio-telephone License. Element 3 is covered in detail. The course includes experience in servicing two-way radios.

ELN 1126 Numerical Control Circuits

W 5 Qtr. Hrs. Credit (3-6)

A study of digital electronics as applied to the control of machine tools.

ELN 1127 Industrial Electronic Servicing

10 Qtr. Hrs. Credit (5-15)

A study of industrial electronics used in industrial equipment and processes. This course provides the basic knowledge and skills involved in the installation, maintenance, and servicing, which includes diagnosis and troubleshooting of industrial electronics.

ELN 1128 Microprocessors

W 8 Qtr. Hrs. Credit (5-10)

A study of microprocessors and their applications, including buffers, drivers, and interfaces.

ELN 1129 Instrumentation

S 9 Qtr. Hrs. Credit (5-12)

A study of digital and analog electronic instrumentation including transducers, signal processors, and indicators.

ELN 1130 Electromechanisms

W 3 Qtr. Hrs. Credit (3-0)

A study of the principles and application of mechanisms used in the electro-mechanical systems. The topics include linear and rotational transformation in displacement, velocity, acceleration, and energy conversion by using mechanical and fluid power systems.

ELN 1141 Direct & Alternating Current

2 Qtr. Hrs. Credit (1-3)

A study of the electrical structure of matter and electron theory, the relationship between voltage, current and resistance in series, parallel, and series-parallel direct current circuits. Analysis of direct current circuits by Ohm's Law.

ELN 1142 Direct & Alternating Current

2 Qtr. Hrs. Credit (1-3)

Analysis of direct current circuits by Ohm's Law. Fundamental concepts of alternating current flow and reactance.

ELN 1143 Vacuum Tubes & Solid State Devices

2 Qtr. Hrs. Credit (1-3)

An introduction to vacuum tubes and solid state devices and their application to amplifier systems and auxiliary equipment. Topics include power supply systems, amplitude modulation and A.M. signals, frequency modulation and F.M. signals.

ELN 1144 Vacuum Tubes & Solid States Devices

2 Qtr. Hrs. Credit (1-3)

A continuation of ELN 1143. Topics include R.F. and I.F. amplifiers, A.M. detectors, automatic volume and automatic gain controls, A.F. and video amplifiers, superheterodyne receivers.

Course Descriptions

ELN 1145 Television Receiver Circuits

2 Qtr. Hrs. Credit (1-3)

Principles of radio reception and practices of servicing. Topics include block diagrams of radio receivers and servicing techniques of A.M. and F.M. receivers.

ELN 1146 Television Receiver Circuits

2 Qtr. Hrs. Credit (1-3)

A continuation of ELN 1145. Topics include basic television receiver operation and servicing the television receiver.

ELN 1147 Module & Logic Circuits

2 Qtr. Hrs. Credit (1-3)

A basic study of modular and logic circuits with emphasis on their use in servicing industrial systems. Topics include logic gates, solid state display systems, counters, registers.

ELN 1148 Module & Logic Circuits

2 Qtr. Hrs. Credit (1-3)

A continuation of ELN 1147. Topics include memories, operational amplifiers, linear integrated circuits, and interfacing.

ENGLISH Communications/Composition

Vocational

ENG 1101 Reading Improvement

W, S 2 Qtr. Hrs. Credit (2-0)

Designed to improve the student's ability to read rapidly and accurately. Class drills make use of special machines to broaden the span of recognition, to increase eye coordination and word group recognition, and to train for comprehension in larger units. Proficiency examination will be given only during first week of classes.

ENG 1102 Communications Skills

S, SS 3 Qtr. Hrs. Credit (3-0)

Designed to promote effective communication in speaking and writing through correct language usage. Prerequisite: ENG 1101.

Students qualifying on the CGP and recommended by the counselors may earn credit by proficiency examination.

Technical

ENG 123 Report Writing

S, SS 3 Qtr. Hrs. Credit (3-0)

Instruction in research methods essential to preparation of technical reports emphasizing the use of primary sources of data. Course content will include investigation of a problem; collection, interpretation, and organization of data; format and layout technics; and graphic presentation of information. Technical instructors will collaborate with English instructors in assigning topics and grading reports. English 113 may be taken in lieu of this course with consent of technical department chairpersons. Prerequisite: ENG 111 and 112.

ENG 124 Advanced Grammar

S 3 Qtr. Hrs. Credit (3-0)

Intensive study to develop high-level language arts literacy encompassing those writing mechanics essential to the production of a mailable transcript. Mastery of English mechanics including spelling, grammar, punctuation, word usage, syntax, capitalization, abbreviations, plurals and possessives, numbers, and compound words. Prerequisite: ENG 111 and 112

ENG 222 Business Communication

W, S 3 Qtr. Hrs. Credit (3-0)

Develops skills and techniques in writing business communications. Emphasis on writing to achieve a desired response in letters and memoranda involving credit and collections, claims and adjustments, orders, inquiries, acknowledgments, and employment. Prerequisite: ENG 111.

College Transfer

ENG 099 Basic Skills in English (G.S.) F, W, S, SS 0 Qtr. Hrs. Credit (5-0)

An individualized course in basic English skills to improve written communication with emphasis on the fundamentals of grammar, sentence structure, paragraph construction and essay writing. Students placed in ENG 099 will continue to work in this course until they have either obtained a grade of satisfactory, which will qualify them for ENG 111, or a passing grade which will exempt them from ENG 111. This course allows the student who has a deficiency in English to earn three hours credit for ENG 111 and qualify for ENG 112. Students seeking credit for ENG 111 should also sign up for STS 100.

ENG 104-105 Composition & Literature (Two quarter sequence)

104 F, W, S, SS; 105 F, W, S, SS 5 Qtr. Hrs. Credit Each (5-0)

104: The study and practice of basic elements in expository writing, focusing on themes and the research paper and including the mechanics of grammar, sentence structure, organization, logic, documentation, etc. Prerequisite: Acceptable score on placement test or satisfactory completion of ENG 099.

105: The study of literature in the light of its aesthetic principles and genres, with focus on poetry, fiction, and drama; critical and analytical themes are written on the various aspects of selected literary works. Prerequisite: ENG 104 or equivalent.

ENG 111-112-113 Composition & Literature (Three quarter sequence)

111 F, W, S, SS; 112, W, S, SS; 113 F, S, SS 3 Qtr. Hrs. Credit Each (3-0)

111: Intensive study and practice in effective expository writing emphasizing principles of grammar, punctuation, and organization. Prerequisite: Acceptable score on placement test or satisfactory completion of ENG 099.

112: Further study in composition, emphasizing writing and research projects, along with study of fiction. Prerequisite: ENG 111.

113: Continuation of the practice in composition, emphasizing interpretation and evaluation of poetry and drama. Prerequisite: ENG 112.

LITERATURE

ENG 204-205 Major British Writers

204-F, S; 205-W, SS 5 Qtr. Hrs. Credit Each (5-0)

A study of English literature with emphasis upon the most significant and influential writers from Chaucer to Pope, then from Wordsworth to Eliot, noting various genres to establish methods of analysis for interpretation, understanding, and appreciation. Prerequisite for ENG 204 is ENG 113 or 105.

ENG 206 World Literature: The Novel

S 5 Qtr. Hrs. Credit (5-0)

A study designed to increase understanding and appreciation of the novel as an important literary genre emphasizing the novels of continental masters but with some comparative study of British and American writers. Prerequisite: completion of ENG 113 or 105.

ENG 210 The Film as Literature

S 5 Qtr. Hrs. Credit (5-0)

A general survey of the history of the film with the emphasis on the contributions of directors, actors, technicians, and script writers; studying changes in the approach to the film from slap-stick comedy, western melodrama, musicals, serious drama, to the college of techniques and approaches employed in the movies of the 1960's and 1970's. Prerequisite: completion of ENG 113 or 105.

ENG 214-215 American Literature

214-W, SS; 215-S, SS 5 Qtr. Hrs. Credit Each (5-0)

The study of American literature, its contribution to the development of and its relationship to historical events from the time of the Puritans to the Civil War, and from the period following the Civil War to the present time. Emphasis upon influential and outstanding American writers and their interpretation of the American scene. Prerequisite for ENG 214 is ENG 113 or 105.

Course Descriptions

ENG 290 Studies in Literature

S 3-5 Qtr. Hrs. Credit

Individualized study of a selected writer or work of world literature (other than those studied in sophomore English and American Literature courses) under the guidance of English faculty members. Offered on request of students completing freshman English and only with the approval of the English Department.

FRENCH

FRE 101-102-103 Elementary French F, W, S, SS 4 Qtr. Hrs. Credit Each (4-0)

A basic course. Essentials of French grammar, vocabulary, and idioms with emphasis on oral practice and aural comprehension. Reading of simple prose. Elementary composition.

FRE 104-105-106 Intermediate French F, W, S, SS 4 Qtr. Hrs. Credit Each (4-0)

Thorough review of grammar, composition, and comprehension skills. Conversational approach to contemporary French civilization. Reading from selected texts. Prerequisite: French 103 or Two Years of High School French.

FRE 204-205 Advanced French W, S 5 Qtr. Hrs. Credit Each (5-0)

A study of French culture as seen through representative literary works. Practice in composition and oral communications. Prerequisite: French 106 or satisfactory placement.

HEALTH

See Physical Education

HISTORY

HIS 104, 105, 106 History of Modern Civilization 3 Qtr. Hrs. Credit Each (3-0) HIS 104-F, W, SS; 105-W, S, SS; 106-S, SS

A broad survey of the history of Western and non-Western civilizations from the Renaissance to the present.

HIS 107, 108 History of Modern Civilization

On Demand 5 Qtr. Hrs. Credit Each (5-0)

Content Identical to HIS 104-105-106-. Covered in two quarters rather than three.

HIS 207 United States History to 1865 F, S, SS 5 Qtr. Hrs. Credit (5-0)

A broad survey of the political, economic, social, and cultural history of the United States from its European and colonial origins to the end of the Civil War.

HIS 208 United States History Since 1865 W, SS 5 Qtr. Hrs. Credit (5-0)

A broad survey of the political, economic, social, and cultural history of the United States since 1865.

HIS 210 The World in the Twentieth Century S, SS 5 Qtr. Hrs. Credit (5-0)

A topical study of the major developments, issues, and ideas in twentieth-century world history. Topics of emphasis include nationalism, internationalism, totalitarianism, democratic socialism, total and limited warfare, the colonial revolution, problems of the third world, the impact of science and technology, and the philosophical temperament of twentieth-century man. Prerequisite: HIS 106 or permission of instructor.

HIS 215 Contemporary America On Demand 5 Qtr. Hrs. Credit (5-0)

A survey of major developments and issues in American life since World War II. Especially recommended as a social science elective for college transfer and technical students.

HIS 290 Readings in History

F, W, S, SS 1-5 Qtr. Hrs. Credit

Individual readings in selected historical topics and problems under the guidance of the history faculty. (Offered on request and only with the approval of the instructor.)

HUMANITIES

See also Drama, English, literature, philosophy, religion, and speech.

HUM 100 What Makes Us Human

F, W, S 3 Qtr. Hrs. Credit

A study of some of the major dimensions of human experience, as reflected in art, literature, philosophy, music, history, and religion. The objective is to learn how the humanities can help us to understand ourselves and our world. Topics of emphasis will include the search for identity, the need for love, making moral choices, the role of society, and the meaning of life. Limited to Vocational and Technical Students.

LANGUAGES

See French and Spanish

LEGAL

LEG 103-104 Techniques of Investigation

W-S 4 Qtr. Hrs. Credit (3-2)

Investigatory techniques for the law office. This course provides a general background for several specialized courses. The course includes basic evidence principles and basic principles of investigation: interviewing witness, obtaining medical and other official records, photography, sketching and diagraming, damage evaluation. The student will be taught the relationship between investigation, office practice, and trial, including preparation of the file for trial.

LEG 115 The Paralegal in the Legal System

F 3 Qtr. Hrs. Credit (3-0)

This course is designed to teach the ethical and professional duties and responsibilities of the paralegal. Limitations in the various paralegal assignments will be emphasized.

LEG 132 Law Library Research & Management

S 4 Qtr. Hrs. Credit (3-3)

Methods of legal research, proper citation of authority, acquaintance with legal treaties, reporters, shepardizing of cases, synthesis of decisions. Also, introduction to legal writing form and technique, including preparation of simple briefs and memoranda.

LEG 133 Law Library Research & Management

SS 2 Qtr. Hrs. Credit (2-1)

This course is a continuation of LEG 132 with emphasis on the study of organizing and maintaining a current law library, particularly law office libraries. Selecting, ordering, cataloging, filing, and locating current literature and publications will be emphasized. Prerequisite: LEG 132.

LEG 135 Legal Systems

SS 4 Qtr. Hrs. Credit (4-0)

An introduction to the legal systems in Federal Courts and in North Carolina state courts from the trial level to the highest appellate levels. Emphasis will be on court procedures in civil cases. Included will be a study of the Clerk of Superior Court Functions in the North Carolina legal system. Prerequisite: BUS 201 or permission of instructor.

LEG 136 Legal Systems

F 4 Qtr. Hrs. Credit (4-0)

A continuation of LEG 135 with emphasis on practical application and an introduction to often used procedural forms. Prerequisite: LEG 135.

Course Descriptions

LEG 213 Law & The Family

W 3 Qtr. Hrs. Credit (3-0)

The legal obligations in a marriage; rights and privileges of the parties; the statutory grounds for divorce; defenses to divorce actions; elements of a legal separation by a court order or by mutual consent will be studied. Family problems, juvenile courts, legal proceedings in adoption and custody cases will also be studied.

LEG 214 Domestic Law Documents

W 1 Qtr. Hr. Credit (1-0)

This course is designed to supplement Law and the Family for paralegal students. The course will introduce the student to the form of documents required for domestic relations problems and include divorce, child custody and support, alimony, enforcement of alimony and support orders. Prerequisite: LEG 115.

LEG 216 Industrial Claims

S 2 Qtr. Hrs. Credit (2-0)

A study of basic labor law principles, N.C. Workman's Compensation Laws, and Occupational Safety and Health Administration Act of 1970 (OSHA). Study of investigating claims, including conducting of interviews, collecting data, and orderly assemblage of materials for the attorney's use.

LEG 223 Investigation of Civil Cases

F 3 Qtr. Hrs. Credit (3-1)

An in-depth study of investigating civil claims including conducting of interviews; taking statements; collection, organization and presentation of investigation, research, and discovery materials; and the orderly assemblage for the attorney's use. Prerequisite: LEG 104, 136.

LEG 225 Law Office Management

SS 3 Qtr. Hrs. Credit (3-1)

A study of the organization and management of law offices, with emphasis upon administrative systems and procedures for efficient law office operation. Included are studies of personnel management; law office equipment, furnishings and layout; filing systems; systems for keeping track of deadlines; and accounting, billing, and timekeeping systems.

LEG 226 Law Office Management

F 3 Qtr. Hrs. Credit (3-1)

A continuation of LEG 225. Prerequisite: LEG 225

LEG 227 Estate Management

F 4 Qtr. Hrs. Credit (4-0)

This course teaches interview techniques and gathering of data for preparation of wills and estate plans. Basic estate and trust principles will be included.

Preparation of inventories, accounts, tax returns, and other documents for administration of estates. Study of procedures for administration of estates of deceased persons, minors, and incompetents.

LEG 228 Estate Management

W 4 Qtr. Hrs. Credit (4-1)

A continuation of LEG 227 — Estate Management I. Prerequisite: LEG 227.

LEG 229 Estate Management

S 2 Qtr. Hrs. Credit (2-0)

A continuation of LEG 228 with emphasis upon preparation of federal and state inheritance, estate, and gift tax forms. Prerequisite: LEG 228.

LEG 230 Bankruptcy & Collection Procedures

S 4 Qtr. Hrs. Credit (4-0)

The student will be introduced to the Federal Bankruptcy Act and the procedures and documents required of persons involved in bankruptcy and wage-earner proceedings. Also covered will be the processes used by attorneys for the collection of debts. Prerequisites: BUS 201 and LEG 136 or permission of instructor.

LEG 231 Investigation of Criminal Cases

SS 4 Qtr. Hrs. Credit (4-1)

This course is designed to give the legal setting of criminal cases and the application of general investigative techniques to criminal cases. On the scene investigation, police and defense investigation principles, and interviewing of witnesses in criminal cases is emphasized. Use of lie detectors is explored. Prerequisite: LEG 104 and CJC 215.

LEG 235 Litigation Preparation

W 3 Qtr. Hrs. Credit (3-0)

This course will teach the paralegal how a lawyer prepares his briefs prior to entering court proceedings. The student will be taught how to review a file, prepare subpoenas ready for the lawyer's signature, prepare exhibits for court, file pleadings, index interrogatories, depositions, admissions, pleadings, etc. Prerequisite: LEG 104, 223.

LEG 250 Clinical Practice

S 5 Qtr. Hrs. Credit (1-12)

This course provides the student with an opportunity to gain, under staff supervision, practical on-the-job experience in the paralegal field as an integral part of his formal education. Periodic conferences between the student, instructor, and employer and periodic seminars with others enrolled in Clinical Practice provide opportunities to assess the learning achieved by the student in the work experience. Prerequisite: At least 4 quarters in the Paralegal Curriculum.

LITERATURE

See English

MATHEMATICS

See Also Electronic Data Processing

Vocational

MAT 1101 Fundamentals of Mathematics*

F 5 Qtr. Hrs. Credit (5-0)

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, division, powers, and square roots. Common fractions, decimals, percentages, proportions and formulas are topics covered. These topics are applied to the student's major area of study.

MAT 1102 Shop Math*

W 3 Qtr. Hrs. Credit (3-0)

Definitions and theorems related to straight lines, circles, and triangles are studied. Geometric principles are applied to drafting and shop operations. Calculations involving the manufacturing of gears studied. Prerequisite: MAT 1101.

MAT 1103 Shop Math*

S 3 Qtr. Hrs. Credit (3-0)

The six trigonometric ratios are used to solve right triangles. Practical problems involving right triangles are solved by the student. Prerequisite: MAT 1102.

MAT 1104 Machinist Mathematics*

SS 3 Qtr. Hrs. Credit (3-0)

A continuation of MAT 1103. Practical problems furnish the student with experience in applying geometry and trigonometry to machine shop operations. Prerequisite: MAT 1103.

MAT 1115 Electrical Mathematics*

S 5 Qtr. Hrs. Credit (5-0)

A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations; use of letters and signs; grouping; factoring; exponents; ratios and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of tables; an introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current.

MAT 1141 Shop Math*

2 Qtr. Hrs. Credit (2-0)

A study of whole numbers, fractions, percent, measurements, formulas, ratio and proportion, and simple equations. These topics are applied to the student's major area of interest in the trades.

Course Descriptions

MAT 1142 Occupational Math*

3 Qtr. Hrs. Credit (3-0)

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, division. Common fractions, decimals, percentages, powers, and square roots are topics covered. These topics are applied to the student's major area of study.

MAT 1143 Occupational Math*

3 Qtr. Hrs. Credit (3-0)

A continuation of MAT 1142 covering ratio and proportion, simple formulas, surface measurement, and triangles. These topics are applied to the student's major area of study.

Technical

MAT 100 Math for Young Children **

F 4 Qtr. Hrs. Credit (3-0)

Study of the theory and application of the currently used methods of teaching mathematical concepts to young children. Topics such as set, number, basic operations, and measurement will be studied.

MAT 120 Agricultural Calculations ***

F 5 Qtr. Hrs. Credit (5-0)

Topics studied are solution of linear equations, solution of percentage problems, calculation of areas and volumes, construction and interpretation of graphs and logarithms. All topics studied are applied to solving problems related to agriculture.

*Supervised by Industrial Department

**Supervised by Child Development Department

***Supervised by Agricultural Department

College Transfer

MAT 091 Developmental Mathematics (G.S.) F, W, S, SS 0 Qtr. Hrs. Credit (5-0)

An audio-tutorial course for those students deficient in algebra or those who have not had a course in algebra. An introduction to algebra consisting of a study of sets; properties of whole numbers, integers and fractions; equations; exponents, and mathematical laws basic to algebra. Placement in this course only by counselors or the class instructor.

MAT 092 Developmental Mathematics (G.S.) F, W, S, SS 0 Qtr. Hrs. Credit (5-0)

An audio-tutorial course consisting of a study of special products and factoring, solving and graphing algebraic equations, powers and roots, inequalities, and an introduction to relations and functions. Prerequisite: MAT 091.

MAT 093 Developmental Math (G.S.)

0 Qtr. Hrs. Credit (5-0)

Equivalent to 091 and 092, completed in one quarter.

MAT 101-102-103 Freshman Mathematics (G.S.)

F, W, S, SS 3 Qtr. Hrs. Credit Each (5-0)

A study of real numbers and their properties from a postulational point of view including such topics as set theory, logic, number theory, and the development of the fundamental laws of mathematics. Emphasis is placed on understanding rather than computation. This course is designed for those who may be weak in math, have not had recent contact with algebra, or may be considered deficient in math background either by tests or record. The arrangement of five (5) contact hours for three hours credit is designed so the instructor will have sufficient class time to correct these deficiencies. Placement in these courses only by counselors or the class instructor.

MAT 104-105-106 Freshman Mathematics

F, W, S, SS 3 Qtr. Hrs. Credit Each (3-0)

A study of real numbers and their properties from a postulational point of view including such topics as set theory, logic, number theory, and the development of the fundamental laws of mathematics. Emphasis placed on understanding rather than on computation. Designed for the liberal arts major rather than for engineering, math, and science majors. Prerequisites: Two years of high school algebra with grade of "C" or better.

MAT 106 (Three Options)

MAT 106A

S, SS 3 Qtr. Hrs. Credit (3-0)

Continuation of MAT 104-105 as described above.

MAT 106B Linear Programming

S, SS 3 Qtr. Hrs. Credit (3-0)

An introduction to linear programming with applications to business. Two and three variable problems will be discussed in detail and some computer work will be required. No computer experience is necessary.

MAT 106C Theory of Numbers

S, SS 3 Qtr. Hrs. Credit (3-0)

An introductory study of the properties of integers, division algorithm, Euclidean algorithm, divisibility, greatest common divisor, least common multiple, prime numbers, congruences, residue systems modulo m , solution of congruences.

MAT 107 Elementary Statistics

W, S 5 Qtr. Hrs. Credit (5-0)

A study of fundamental statistical methods, basic statistical distributions, measures of central tendency and dispersion, statistical inference, and sampling techniques. This course is an option of Freshman Math that may follow MAT 104 or 105 in the Freshman Mathematics sequence. May be used with MAT 111 to satisfy the Math requirement for the A.A. degree. Prerequisites: MAT 104 or permission of the instructor.

MAT 111 College Algebra

F, W, SS 5 Qtr. Hrs. Credit (5-0)

A basic course in algebra including sets, logic, the binomial theorem, theory of equations, matrices and determinants, permutations, combinations, probability, mathematical induction, partial fractions, and topics relating to analytic geometry. Prerequisite: Two years of high school algebra and one year geometry with grade of "C" or better.

MAT 112 Trigonometry

W, S, SS 5 Qtr. Hrs. Credit (5-0)

A study of the solution of right and oblique triangles by use of the trigonometric functions, trigonometric equations, identities, functions of multiple angles, graphs, inverse functions, and hyperbolic functions. Prerequisite: Two years of high school algebra and one year of high school geometry with grade of "C" or better.

MAT 199-200 Analytical Geometry & Calculus

199-S, SS; 200-F;

5 Qtr. Hrs. Credit Each (5-0)

An integrated course in the fundamentals of analytical geometry and calculus including applications of derivatives, differentials, indefinite integrals, transcendental functions, polar coordinates, parametric equations, theory and applications of integration, infinite series, solid analytic geometry, partial derivatives, multiple integrals, and introduction to differential equations. Prerequisite: MAT 111 and MAT 112.

MAT 201-202 Analytical Geometry & Calculus

W, S 5 Qtr. Hrs. Credit Each (5-0)

A continuation in the sequential series of analytical geometry and calculus. Prerequisite: MAT 200.

MAT 205 Differential Equations

5 Qtr. Hrs. Credit On Demand (5-0)

An introduction to the study of ordinary linear differential equations and their applications. Course includes extensive study of first and second order equations, power series solution and an introduction to Laplace transforms and numerical methods. Prerequisite: MAT 202.

Course Descriptions

MECHANICAL

MEC 1101 Machine Shop Theory & Practice

F 8 Qtr. Hrs. Credit (3-15)

An introduction to the machinist trade and the potential it holds for craftsmen. Deals primarily with the identification, care, and use of basic hand tools and precision measuring instruments. Elementary layout properties and processes of lathe drill press, grinding off-hand, and cutting machines introduced both in theory and practice.

MEC 1102 Machine Shop Theory & Practice

W 7 Qtr. Hrs. Credit (3-12)

Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. An introduction to the basic operations on the cylindrical grinder. Projects encompassing all the operations, tools, and procedures thus far used and those to be stressed throughout the course. Prerequisite: MEC 1101.

MEC 1103 Machine Shop Theory & Practice

S 7 Qtr. Hrs. Credit (3-13)

Advanced work on the engine lathe, turning, boring and threading machines, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes and calculating, cutting and measuring of spur, helical, and worm gears and wheels. Use of precision tools and measuring instruments such as vernier height gages, protractors, comparators, etc. Basic exercises on the turret lathe and on the tool and cutter grinder. Prerequisite: MEC 1102.

MEC 1104 Machine Shop Theory & Practice

SS 7 Qtr. Hrs. Credit (3-12)

Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing good work habits and attitudes acceptable to the industry. Prerequisite: MEC 1103.

MEC 1111 Plumbing & Pipefitting

S 4 Qtr. Hrs. Credit (2-6)

Study of practices used in the installation and maintenance of the various piping systems within industry. A variety of pipes, valves, fittings, hangers, and plumbing tools will be studied.

MEC 1115 Ferrous & Non-Ferrous Metals

W 3 Qtr. Hrs. Credit (2-3)

Investigation of the properties of metals and tests to determine their uses. Instructions include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Topics for study: physical metallurgy of ferrous and non-ferrous metals, producing iron and steel, theory of alloys, shaping and forming, heat treatments for steel, surface treatments, alloy of special steel, classification of steels, and cast iron.

MEC 1116 Machine Elements

SS 4 Qtr. Hrs. Credit (3-2)

A study of basic machine elements, such as linkage mechanism, cams, belts, pulleys, gears and gear trains, their types and characteristics with emphasis on practical applications. Proper use of precision instruments and general machine shop machines. Also operation of numerical control milling machine.

MEC 1120 Sheet Metal Pattern Design

W 3 Qtr. Hrs. Credit (2-3)

An introductory course to teach students the fundamentals of sheet metal work by designing patterns on paper and then transcribing them on a flat metal surface for forming a duct fitting or other intricate object. Pattern designs will be performed in the drafting room and pattern making will be in the sheet metal shop.

MEC 1121 Duct Construction & Installation

SS 2 Qtr. Hrs. Credit (1-3)

A laboratory course where the student learns duct layout with a miniature duct in the training stage followed by practical problems in sheet metal duct fabrication. Prerequisite: MEC 1120.

MEC 1131 Electromechanical Maintenance

SS 7 Qtr. Hrs. Credit (3-12)

This course is to broaden the experience of the student in the areas of electrical and mechanical maintenance. Problems involving various types of equipment will be given to demonstrate the checklist method of maintenance and preventative maintenance. A wide based study in everyday manufacturing problems and solutions will be conducted. Special emphasis will be on interpretation of catalog information and reference material.

MEC 1141 Machine Shop Processes

2 Qtr. Hrs. Credit (1-2)

An introduction of the hand and machine tools used by the machinist, emphasizing the operations of drill presses, lathes, milling machines, and grinders.

MEC 1142 Engine Lathe

2 Qtr. Hrs. Credit (1-2)

A study of lathe operations, application of cutting tools, and machining techniques.

MEC 1143 Milling Machines and Precision Grinders

2 Qtr. Hrs. Credit (1-2)

A study of various types of milling machines and precision grinders, the accessories used and their proper application.

MEC 1146-1147 Duct Construction

2 Qtr. Hrs. Credit (1-5)

A study of the fundamental of sheet metal work as well as duct construction. The subject matter is divided into two parts. The first part concerns itself with practical pattern design followed by instructions on the use of various sheet metal machines and tools. The second part conveys information about drafting, plan reading, geometric problems, and mensuration.

MEC 1148 Plumbing & Pipefitting

3 Qtr. Hrs. Credit (1-5)

Study of practices used in the installation and maintenance of the various piping systems within industry. A variety of pipes, valves, fittings, hangers, and plumbing tools will be studied.

MEC 1149 Electromechanical Maintenance

4 Qtr. Hrs. Credit (2-4)

This course is to broaden the experience of the student in the areas of electrical and mechanical maintenance. Problems involving various types of equipment will be given to demonstrate the checklist method of maintenance and preventative maintenance. A wide based study in everyday manufacturing problems and solutions will be conducted. Special emphasis will be on interpretation of catalog information and reference material.

MEC 101 Machine Processes

F 3 Qtr. Hrs. Credit (2-3)

An introductory course designed to acquaint the student with basic hand tools, safety procedures, and machine processes of our modern industry. Includes a study of measuring instruments and characteristics of metals and cutting tools. Familiarization with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming.

MEC 102 Machine Processes

W 3 Qtr. Hrs. Credit (2-3)

Advanced operations on lathe, drilling, boring, and reaming machines. Milling machine theory and practice. Thorough study of the types of milling machines, cutters, jog and fixture devices, and the accessories used in a modern industrial plant. Safety in the operational shop is stressed. Prerequisite: MEC 101.

MEC 105 Statics

S 5 Qtr. Hrs. Credit (5-0)

Concepts and principles of statics. Concurrent and nonconcurrent force systems in coplanar and noncoplanar situations, and static and kinetic friction. Concepts of centroids, centers of gravity, and moments of inertia. Prerequisite: MAT 112.

MEC 111 Surveying

S 3 Qtr. Hrs. Credit (2-3)

An introduction to theory and practice of plane surveying. The study begins with care and use of surveying instruments, such as: tape, level, and transit. The application includes taping, differential leveling, profile leveling, cross section leveling, and area determination. Prerequisites: DFT 101, MAT 111 or DFT 1101, MAT 1103.

Course Descriptions

MEC 123 Electricity

F 4 Qtr. Hrs. Credit (3-2)

Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Election theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction, voltage, amperage, resistance, horsepower, wattage, and transformers are major parts of the course.

MEC 205 Strength of Materials

F 4 Qtr. Hrs. Credit (3-2)

Study of principles and analysis of stresses which occur within machine and structure elements subjected to various types of loads. Analysis of these stresses made as applied to riveted and welded joints, beams, and machine components. Prerequisite: MEC 105.

MEC 206 Strength of Materials

W 4 Qtr. Hrs. Credit (3-3)

Study of principles and analysis of stresses which occur within machine and structure elements subject to various types of loads continued. Analysis of these stresses made as applied to the design of beams, columns, shafts, shaft couplings, and keys. Combined stresses are also covered. Prerequisite: MEC 205.

MEC 208 Machine Design

W 5 Qtr. Hrs. Credit (5-0)

The analysis and design of machine elements based on the strength of materials and the effect of loading and stress concentration. The design of shafts, screw fastenings, keys and couplings is stressed.

MEC 209 Machine Design

S 4 Qtr. Hrs. Credit (3-3)

Emphasis on the design of machine and/or their sub-assemblies. Includes the stress analysis and design of physical dimensions for belts, chains, power screws, springs, and for spur, helical, bevel, and worm gears. Prerequisite: MEC 208.

MEC 210 Manufacturing Materials

F 4 Qtr. Hrs. Credit (3-3)

Introductory course of materials used in manufacturing industries, a basic study of the properties of metals and alloys. The physical and mechanical capabilities of many materials used in the manufacturing processes will be emphasized. In addition the essential mechanical testing procedures are discussed.

MEC 235 Industrial Hydraulics

S 4 Qtr. Hrs. Credit (3-3)

The basic theories of hydraulic and pneumatic systems. Combinations of systems in various circuits. Basic designs and functions of circuits and circuit components, i.e., motors controls, electrohydraulic servomechanisms, etc.

MUSIC

MUS 100 Introductory Theory

F, W, S 3 Qtr. Hrs. Credit (3-0)

Introduction to the basic elements of music. Designed for non-music majors, or may be used by music majors (non-credit) as a preparatory course for MUS 104. Offered on alternate years.

MUS 101-102-103-201-202-203-College Chorus

F, W, S 1 Qtr. Hr. Credit Each (0-3)

Mixed singing ensemble to perform at various school and possibly outside programs.

MUS 104 Music Theory

F 4 Qtr. Hrs. Credit (3-2)

Lecture study of melody, rhythm, and modes. Ear training and keyboard covered in piano laboratory. Designed for music majors.

MUS 105 Music Theory

W 4 Qtr. Hrs. Credit (3-2)

Continuation of above MUS 104 plus counterpoint and harmony. Prerequisite: MUS 104 or diagnostic exam placement.

MUS 106 Music Theory

S 4 Qtr. Hrs. Credit (3-2)

Detailed study of elements and development of ear training and keyboard technical skills. Prerequisite: MUS 104 and 105 or diagnostic exam placement.

Course Descriptions

MUS 107-108-109-207-208-209 Class Voice F, W, S 2 Qtr. Hrs. Credit Each (1-2)

Vocal training in the techniques of solo singing. Student must have means to individual practice outside the class.

MUS 111 Music Appreciation F, W, S 5 Qtr. Hrs. Credit (5-0)

An introduction to all phases of music with the aim of developing an understanding of and appreciation for music.

MUS 112 Class Piano F and on Demand 2 Qtr. Hrs. Credit (1-2)

Introductory piano method taught in electronic piano lab. Designed for group instruction while still allowing for differences in individual technical levels. Beginner level, folk song repertoire.

MUS 113 Class Piano W and on Demand 2 Qtr. Hrs. Credit (1-2)

Continuation of MUS 112 but at slightly more advanced level.

MUS 114 Class Piano S and on Demand 2 Qtr. Hrs. Credit (1-2)

Keener development requiring display of basic skills in harmonization and performance. Wider-ranged repertoire of early Bach, Schumann, etc.

MUS 115-116-117, 215-216-217 College Chorale F, W, S 1 Qtr. Hr. Credit Each (0-2)

Mixed singing ensemble to perform at various school and outside programs. Admission by audition only.

MUS 131 Music for Young Children S 4 Qtr. Hrs. Credit (3-3)

Study of methods and materials used to present music experiences to young children. Attention will be focused on the development of enjoyment and appreciation, listening, singing, notation, timing rhythm, simple instrumentation.

MUS 204-205-206 Music Theory F, W, S 4 Qtr. Hrs. Credit (3-2)

Harmony, composition, and analysis; continuation of ear training and keyboard in lab. Prerequisite: MUS 104, 105, 106 or diagnostic exam placement.

MUS 212-213-214 Class Piano F,W,S and on Demand 2 Qtr. Hrs. Credit Each (1-2)

More individualized study of repertoire and technical exercises. Prerequisite: MUS 112, 113, 114 or placement by instructor.

MUS 290 Independent Study W, S 2 Qtr. Hrs. Credit (1-2)

Conducting project offered on request and only with the approval of the instructor. Must be taken both quarters for credit.

NURSING

NSG 100 Drugs and Solutions F 2 Qtr. Hrs. Credit (2-0)

Concepts pertaining to safe administration of medications are presented. Topics covered include: (1) Classification, standards and forms of drugs; (2) Drug abuse; and (3) Systems of measurement used to prepare drug doses. Corequisite: NSG 101.

NSG 101 Foundations of Nursing F 7 Qtr. Hrs. Credit (5-7)

The primary focus is on learning the fundamental concepts and principles applicable to the practice of nursing in all patient-care situations. Basic human needs and behavioral problems are stressed along with the multidisciplinary health team approach to patient care. Corequisite: NSG 100.

NSG 102 Foundations of Nursing W, S 7 Qtr. Hrs. Credit (5-7)

Based upon concepts presented in NSG 101, course content focuses upon therapeutic needs related to the prevention, diagnosis, treatment, and relief of patient problems in the varying life spans. Clinical laboratory sessions provide experience in common patient-care situations related to disturbances in physiological and psychosocial balance. Prerequisites: NSG 101.

Course Descriptions

NSG 103 Maternal & Newborn Nursing

W, S 7 Qtr. Hrs. Credit (5-7)

This course is designed to help the student develop workable knowledge and appreciation of the nurse's role in influencing the health of mothers, infants, and families during the child-bearing years. Content and clinical experience stress the normal childbearing phenomena, but includes common complications specific to the reproductive cycle. Prerequisites: NSG 101, PSY 202.

NSG 200 Psychosocial Nursing

SS 3 Qtr. Hrs. Credit (3-0)

This course is designed to assist the student in mastery of principles relevant to nursing intervention for the client who is experiencing deviate behavior of functional or organic origin. Psychotherapeutic models and somatic procedures will be stressed as components of the total therapeutic regime. Corequisite: NSG 201.

NSG 201 Mental & Physical Nursing

SS 9 Qtr. Hrs. Credit (5-14)

This course begins a spiral study of the scope, prevention, and management of the major health problems. Students plan and implement nursing care to all age groups with emphasis upon prevention, teaching, and rehabilitation in patient situations related to metabolic and mobility problems. Prerequisite: NSG 102, NSG 103. Corequisite: NSG 200.

NSG 202 Mental & Physical Nursing

F 9 Qtr. Hrs. Credit (5-14)

This continued spiral study of major health problems offers an opportunity to explore nursing intervention for patients experiencing problems with psychosocial adjustment; neurological dysfunction, including interference in sensory preception; and interference with skin. Prerequisites: NSG 200, NSG 201.

NSG 203 Mental & Physical Nursing

W 9 Qtr. Hrs. Credit (5-14)

The spiral study is continued with opportunities to explore nursing intervention in illness situations resulting from oxygen deprivation of respiratory, hematological and cardiovascular dysfunction. The theoretical concepts of team nursing basic to coordinating care for groups of patients are stressed. Prerequisite: NSG 202.

NSG 204 Mental & Physical Nursing

S 11 Qtr. Hrs. Credit (5-19)

Classes and clinical content focuses upon synthesizing knowledge in critical care nursing. Skill in teamwork is strengthened by experiences in providing care for small and large groups of patients. Prerequisite: NSG 203; Corequisite: NSG 205.

NSG 205 Trends & Issues

S 3 Qtr. Hrs. Credit (3-0)

A seminar approach is used to explore the growth, development and projected course of nursing as an occupation. The functions, limitations and legal responsibilities of various nursing personnel and various administrative patterns of nursing services are discussed.

NSG 210 Medical Nursing Review

2 Qtr. Hrs. Credit (1-3)

This course is designed to guide the student in learning or re-learning content generally classified as medical nursing. Instructor-student conferences will be held concurrently with the student's independent pursuit of selected reading and A. V. materials. Content areas specified in a topical outline include common pathological entities, treatment modalities and nursing intervention.

The student must arrange for clinical experience. Most employers are agreeable to changing work assignments to provide patient care experiences related to student's independent study.

The student is advised to enroll, for audit, in the course of "Mental & Physical Nursing" which is being offered at the time of independent study. Students may audit the entire course or may select classes which specifically relate to his identified problems areas. Prerequisite: Student must be a graduate of a nursing program.

NSG 211 Surgical Nursing Review

2 Qtr. Hrs. Credit (1-3)

This course follows the same purpose and recommendations specified in NSG 210 Medical Nursing. The content differs and is designed to help the student master concepts related to care of the individual who has surgical intervention as a treatment modality. The course of study will include: pathological problems necessitating operative intervention; pre-operative preparation; post-operative care; wound healing; and rehabilitation. Prerequisite: Student must be a graduate of a nursing program.

NSG 212 Nursing of Children Review

2 Qtr. Hrs. Credit (1-3)

Independent study focusing on care of children will follow the same format of the Medical and Surgical studies, with the exception that students will be encouraged to audit NSG 201 and enroll in Child Psychology. Content of the course relates to common pathological situations in childhood; assisting the family to cope with illness situations; expected behavioral reactions according to developmental phase of life; and the import of positive health practices and disease prevention. Prerequisite: Student must be a graduate of a nursing program.

NUTRITION

NUT 121 Nutrition for Young Children

S 4 Qtr. Hrs. Credit (3-3)

Study of basic nutrition, with emphasis on (1) methods of helping young children and their families learn nutritional concepts and (2) planning balanced diets for preschool children.

PHYSICAL EDUCATION

PED 101 Physical Activities for Young Children

SS 4 Qtr. Hrs. Credit (3-3)

Study of normal motor development, body control, and coordination. Emphasis will be focused on activities for promoting optimal physical development in young children including exercise, apparatus, movement, dance, games.

Activity Courses*

PED 110 Archery

F, W 1 Qtr. Hr. Credit (0-2)

A study in the knowledge and application of the basic techniques of bow shooting. Introduction to several methods of aiming will be covered, as well as shooting at different distances.

PED 112 Golf

S, SS 1 Qtr. Hr. Credit (0-2)

A beginning course in golf emphasizing the basic fundamentals of golf, golf rules, and etiquette.

PED 114 Bowling

F 1 Qtr. Hr. Credit (0-2)

A course for beginners; however, intermediates will be challenged. Emphasis will be on skill development including grips, approaches, deliveries, and aiming.

PED 115 Recreational Activities

F, W, 1 Qtr. Hr. Credit (0-2)

A variety of activities including "new games," badminton, volleyball, archery, and others. Emphasis will be on developing interests, play attitudes, and having fun.

PED 117 Beginning Tennis

F, S, SS, 1 Qtr. Hr. Credit (0-2)

A course emphasizing the basic strokes, rules, and etiquette of tennis. Major emphasis in skill development is placed on the serve, the forehand, and the backhand. Some emphasis on the volley, lob, and smash. Some time will be devoted to playing singles and doubles.

PED 119 Badminton

F 1 Qtr. Hr. Credit (0-2)

Basically a beginning course but the intermediate will benefit. Skill development will be stressed including mechanics, basic shots, footwork, and strategy.

PED 120 Volleyball

F, W 1 Qtr. Hr. Credit (0-2)

A course emphasizing the basic skills, rules, and etiquette of volleyball. A major portion of the class will be devoted to participation in game situations.

PED 122 Basketball

W 1 Qtr. Hr. Credit (0-2)

This class will stress the development of the fundamental skills of playing basketball, including ball handling skills, rebounding, shooting, guarding, and dribbling. Strategies associated with game situations will be covered as well as various offenses and defenses.

Course Descriptions

PED 126 Softball

S 1 Qtr. Hr. Cr. (0-2)

A course designed to develop or improve the fundamental skills of hitting, fielding, throwing, and basic strategy. The rules of softball will be stressed. A major portion of time will be spent in game participation.

PED 128 Soccer

S 1 Qtr. Hr. Credit (0-2)

A course designed as an introduction to soccer. Basic skills will be emphasized such as kicking, dribbling, passing, trapping, tackling, heading, and goalkeeping.

PED 130 Physical Conditioning

F, W 1 Qtr. Hr. Credit (0-2)

This course is designed to supply the student with basic knowledge as well as skills concerning conditioning of the body. Several systems of exercise will be examined with attitudes and understanding being targeted.

PED 132 Track and Field

S 1 Qtr. Hr. Credit (0-2)

A beginning course with emphasis on track events including short sprints, 440-yard dash, 880-yard run, one-mile, long-distance, and cross-country. Field events include shot put, long and triple jump, high jump, and discus.

PED 133 Beginning Fencing

F, W 1 Qtr. Hr. Credit (0-2)

An introduction to the basic skills of fencing including footwork and conditioning, the simple attacks, lateral and semi-circular parries, bout strategy, and judging technique.

PED 134 Beginning Judo

W 1 Qtr. Hr. Credit (0-2)

A course designed to introduce the novice to the fundamentals of throwing techniques, groundwork, and falling methods. This course is open to all students.

PED 136 Gymnastics

W, S 1 Qtr. Hr. Cr. (0-2)

An introduction to basic apparatus, tumbling and trampoline. Apparatus includes rings, side horse, balance beam, and parallel bars.

PED 137 Jogging

F, S 1 Qtr. Hr. Credit (0-2)

A course covering the basic concepts involved in safely and effectively improving general fitness and cardiovascular health through a jogging program. Emphasis will be placed on practical application of acquired skills and knowledge.

PED 139 Bicycling

S 1 Qtr. Hr. Credit (0-2)

This course includes lecture and laboratory work in preventive and basic maintenance techniques, safety procedures for in-town and country riding, proper methods of selecting a bike, trip planning, and actual trips of varying distance and degrees of difficulty.

PED 140 Folk and Square Dance

W 1 Qtr. Hr. Credit (0-2)

The basic folk and square dance steps will be taught. Dances from the U.S. and foreign countries will be learned. A special unit on contemporary dances will be included which will teach the cha-cha, the basic hustle, the Latin hustle, the shag, and clogging.

PED 143 Backpacking

S 1 Qtr. Hr. Cr. (0-2)

This class is oriented toward developing an awareness of the environmental impact one has when hiking and camping in the forest and toward learning methods of cutting down, if not totally eliminating that impact. Topics include: equipment and conditioning, compass and map reading, first aid, actual field experience.

PED 145 Beginning Swimming

W 1 Qtr. Hr. Credit (0-2)

The American National Red Cross approved course designed to equip individuals with basic water skills and knowledge in order to make them reasonably safe while in, on, or about water.

PED 205 Health

F, W, S, SS 5 Qtr. Hrs. Credit (5-0)

A beginning course in personal and community health with emphasis on the science of preserving and promoting human health. Major topics of study are mental health, basic anatomy, drugs and narcotics, alcohol, environmental problems, major diseases, and family life and sex education. (Open to freshmen.)

Course Descriptions

PED 207 First Aid

F, W, S, SS 3 Qtr. Hrs. Credit (3-0)

A practical course in the immediate care given to a person who has been injured or has suddenly taken ill. Opportunity for Standard Red Cross Certification.

PED 217 Advanced Tennis**

F, S 1 Qtr. Hr. Credit (0-2)

A course emphasizing skill development in all tennis strokes with a major emphasis on singles and doubles strategy and play. Prerequisite: PED 117 or permission of instructor.

PED 233 Advanced Fencing**

W 1 Qtr. Hr. Cr. (0-2)

A review of the basic skills of beginning fencing. Concentration on advanced footwork, compound attacks, lateral and semi-circular parries, bout competition, judging and directing techniques, and actual exposure to electrical fencing through two field trips. Prerequisite: PED 133 or permission of instructor.

PED 234 Advanced Judo**

W 1 Qtr. Hr. Credit (0-2)

A continuation of the practice and refinement of the techniques taught in the fundamentals class. This class will also include current competition rules. Prerequisite: PED 134 or permission of instructor.

PED 236 Advanced Gymnastics**

S 1 Qtr. Hr. Credit (0-2)

A course designed to allow those who have completed the beginning course an opportunity to further develop their skills. Prerequisite: PED 136 or permission of instructor.

PED 245 Advanced Lifesaving**

W 1 Qtr. Hr. Credit (0-2)

The American National Red Cross approved course designed to prepare advanced swimmers with lifesaving skills. Satisfactory completion of this course precedes certification as a pool or beach lifesaver and certification as a water safety instructor. Prerequisite: meet Red Cross standards, consult instructor.

*Three quarter hours of physical education activity courses are required for the Associate in Arts Degree and the Associate in Science Degree. Students with special problems (i.e., health, age) may be exempted from the requirement by presenting a written statement from a medical doctor. Military service does not exempt students from this physical education requirement. All students intending to continue their technical education in a four-year institution are advised to complete this physical education requirement.

**All 200 level activity courses have as a prerequisite the corresponding 100 level course or by permission of the instructor.

PHILOSOPHY

PHI 201 Introduction to Philosophy

F and On Demand 5 Qtr. Hrs. Credit (5-0)

A study of some fundamental problems of philosophy, including knowledge, mind and body, determinism and free will, God, art, and the meaning of life, considering the influence of philosophical ideas on contemporary issues.

PHI 202 Introduction to Logic

W 5 Qtr. Hrs. Credit (5-0)

A study of elementary logic, with an emphasis on developing the reasoning skills involved in identifying arguments, detecting counterfeit arguments, analyzing arguments, and evaluating arguments, as well as covering the basic patterns of deductive and inductive reasoning.

PHI 203 Introduction to Ethics

S 5 Qtr. Hrs. Credit (5-0)

This course will begin with a study of opposing viewpoints on several of today's moral issues, such as abortion, sexual morality, prejudice, punishment, and death, and lead to questions discussed by the great moral philosophers.

PHYSICS

See Also Biology, Chemistry, and Science

Course Descriptions

Vocational

PHY 1101 Applied Science* S 5 Qtr. Hrs. Credit (5-0)

An introduction to physical principles and their application in industry. Topics in this course include measurements, properties in solids, liquids, and gases, basic electrical principles.

PHY 1102 Applied Science* SS 5 Qtr. Hrs. Credit (5-0)

The second in a series of two courses of applied physical principles. Heat and thermometry and principles of force motion, work, energy, and power.

PHY 1103 Applied Science for Electronics* W 3 Qtr. Hrs. Credit (3-0)

An introduction to physical principles and their application in industry. Topics in this course include properties of matter, mechanics, machines, heat, and heat transfer.

PHY 1121 Applied Science* F 5 Qtr. Hrs. Credit (5-0)

An introduction to physical principles and their application in the automotive industry. Topics in this course include systems of measurement, magnetism and electrical energy, forces and their effects, simple machines, friction, and fluids.

PHY 1122 Applied Science* W 5 Qtr. Hrs. Credit (5-0)

An introduction to physical principles and their application in the automotive industry. Topics in this course include systems of measurement, fundamentals of basic electricity and magnetism, and their application to automotive electrical systems.

PHY 1141 Applied Science* 3 Qtr. Hrs. Credit (3-0)

An introduction to physical principles and their application to the automotive industry. Topics include systems of measurement and simple machines. Also included are basic electricity and magnetism and their application to automotive electrical systems.

PHY 104-105-106 General Physics F, W, S 4 Qtr. Hours Credit Each (3-3)

Basic principles of physics including mechanic, heat, sound, electricity, magnetism, light, and atomic physics. Corequisite: MAT 111-112.

PHY 131 Basic Photography** SS 3 Qtr. Hrs. Credit (2-3)

This course is arranged around two methods of instruction. First the laboratory and studio practice. On assignment taking pictures to bring back to the photo lab to process. Projects will promote the student's ability to utilize the camera and/or other photographic aids to take photographs and process the results through exacting steps to answer specific problems. Emphasis will be on types of cameras and their functions, lens negative materials, printing, and light. This course may be used for science credit by non-science majors only.

PHY 132 Advanced Photography** 3 Qtr. Hrs. Credit (2-3)

A continuation of Basic Photography with emphasis on composition and advanced camera and darkroom techniques and utilizing various films and light. Visual communication and photographic media will be researched. Also final presentation and contemporary photographers will be discussed. Prerequisite: PHY 131, or by permission of the instructor. This course may be used for science credit by non-science majors only.

PHY 201-202-203 Intermediate Physics F, W, S 5 Qtr. Hours Credit Each (4-3)

An analytical and quantitative study of classical physics employing the calculus approach. Included mechanics, energy transfer and transformations, radiation and optics, electricity and magnetism. Prerequisite: Instructor's approval and MAT 199. Corequisite: MAT 200-102-202.

*Supervised by Industrial Department

**Supervised by Criminal Justice Department

POLITICAL SCIENCE

POL 201 American National Government F, W, S, SS 5 Qtr. Hrs. Credit (5-0)

A study of United States government at the national level with emphasis upon the constitutional framework, federalism, political behavior, the powers and functions of the three branches, and civil liberties.

POL 202 State and Local Government W 5 Qtr. Hrs. Credit (5-0)

A study of the origin and development of state and local governments in the United States with particular emphasis upon North Carolina.

POL 203 International Relations* On Demand 5 Qtr. Hrs. Credit (5-0)

A study of the society of nations with emphasis upon the present international organization, national self-interest, and technological change as factors affecting systemic continuity and change.

*Students planning to transfer should check the catalog of the senior institution which they plan to attend for allowable credit for this course.

PSYCHOLOGY

Vocational

PSY 1101 Human Relations F, S 3 Qtr. Hrs. Credit (3-0)

A study of basic principles of human behavior. Problems of the individual studied in relation to society, group membership, and relationships within the work situation.

Technical

PSY 121 Personality Development S 3 Qtr. Hrs. Credit (3-0)

Designed to help the student recognize the importance of physical, intellectual, social, and emotional dimensions of personality. Emphasis on grooming and methods of personality development.

PSY 122 Dynamics of Human Behavior F 4 Qtr. Hrs. Credit (3-2)

Study of human behavior with emphasis on developmental aspects, motivations, common behavioral patterns, and the role of defense mechanisms in human behavior. Laboratory experiences will demonstrate a variety of theories related to human behavior.

PSY 221 Applied Psychology S 3 Qtr. Hrs. Credit (3-0)

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated: employee selection, supervision, job satisfaction, and industrial conflicts. Attention given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.

College Transfer

PSY 201 General Psychology F, W, S, SS 5 Qtr. Hrs. Credit (5-0)

An introductory course and a prerequisite for all other courses in psychology. The student is introduced to different areas and specializations, within psychology such as motivation, perception, learning, emotions, measurement, personality theory, abnormal behavior, and psychotherapy.

Course Descriptions

PSY 202 Child Psychology*

W 5 Qtr. Hrs. Credit (5-0)

A study of the motor, cognitive, emotional, and social growth of the child from birth to age twelve. Prerequisite: PSY 201.

PSY 203 Adolescent Psychology*

S 5 Qtr. Hrs. Credit (5-0)

A comprehensive study of adolescent development — social, physical, emotional, moral, and intellectual. Prerequisite: PSY 201.

PSY 204 Abnormal Psychology*

S 5 Qtr. Hrs. Credit (5-0)

A study of the historical background of abnormal psychology; personality development and adjustment; and disorders of psychogenic origin. Also included are disorders associated with brain pathology and mental deficiencies; etiology, modern methods of diagnosis, treatment, and prevention. Prerequisite: PSY 201.

*Students planning to transfer should check the catalog of the senior institution which they plan to attend for allowable credit for this course.

READING

REA 091/100 Reading

F, W, S, SS, 0 or 1 Qtr. Hrs. Credit (0-2)

A course for the improvement of reading skills including work with study skills, eye movements, faster reading techniques, vocabulary, and good reading habits. There is individualized work with programmed materials and reading machines. Students with satisfactory classwork who score 11.5 level and above on the final Nelson-Denny Reading Test may receive 1 hr. credit for the course (REA 100).

REA 101 Advanced Reading

S 3 Qtr. Hrs. Credit (3-0)

A course designed for the average or above-average reader who wants to increase reading ability. Emphasis will be on better and faster reading as well as vocabulary improvement. Prerequisite: Reading 091/100 or acceptable score on reading placement test.

RELIGION

REL 201 Old Testament

F and on Demand 5 Qtr. Hrs. Credit (5-0)

A general survey of the Old Testament tracing the theological and literary development of Israel as a community. The course relies upon the primary texts of the Old Testament and is enhanced by insights from historical studies, archaeology, literary analysis, and Biblical theology.

REL 202 New Testament

W and on Demand 5 Qtr. Hrs. Credit (5-0)

A general survey of the New Testament including the Hellenistic background, the life and teachings of Jesus, the growth and faith of the Church, and the letters of Paul.

REL 203 Contemporary World Religions

S and on Demand 5 Qtr. Hrs. Credit (5-0)

A comparative study of the major religions of the world. This course examines the developments of religion from the beginning to the present, noting elements that all have in common and that may be peculiar to each.

SCIENCE

See also Biology, Chemistry, and Physics

SCI 101 Man's Physical Environment

F 3 Qtr. Hrs. Credit (3-0)

Selected topics in physical science. A study of the structure of the atom; the periodic table; chemical reactions, both organic and inorganic; mineralogy; heat; behavior of gases; special topics in chemistry related to current social problems. Designed to meet, in conjunction with SCI 102, SCI 103, SCI 101L, SCI 102L, and SCI

103L, the general education requirement in science for the non-science major. SPECIFICALLY RECOMMENDED FOR STUDENTS PREPARING FOR ELEMENTARY TEACHING. Prerequisite: one year of high school algebra or successful completion of the Developmental Mathematics Program. Corequisite: SCI 101L.

SCI 101L Physical Science Laboratory F 1 Qtr. Hr. Credit (0-3)

Experimental investigation of topics in physical science relating to chemistry. Corequisite: SCI 101.

SCI 102 Man's Physical Environment W 3 Qtr. Hrs. Credit Each (3-0)

Selected topics in physical science. A study of motion, heat, sound, light, and topics relating to current social problems. SPECIFICALLY RECOMMENDED FOR STUDENTS PREPARING FOR ELEMENTARY TEACHING. Prerequisite: one year of high school algebra or successful completion of the Developmental Mathematics Program. Corequisite: SCI 102L.

SCI 102L Physical Science Laboratory W 1 Qtr. Hr. Credit (0-3)

Experimental investigation of topics in physical science, including motion, sound, light, and topics relating to current social problems. Corequisite: SCI 102.

SCI 103 Man's Physical Environment S 3 Qtr. Hrs. Credit (3-0)

Selected topics in Physical Science. A study of heat and its relation to geology and weather, astronomy, and electricity and magnetism. SPECIFICALLY RECOMMENDED FOR STUDENTS PREPARING FOR ELEMENTARY OR EARLY CHILDHOOD TEACHING. Corequisite: SCI 103L.

SCI 103L Physical Science Laboratory S 1 Qtr. Hr. Credit (0-3)

Experimental investigation of topics in physical science, including heat, geology, weather, astronomy, electricity, magnetism. Corequisite: SCI 103.

SCI 200 Environmental Awareness S 3 Qtr. Hours Credit

Interdisciplinary approach by various departmental members to problems of using the environment with special emphasis on pollution, resource depletion and overpopulation, etc. Current events and case studies will be used for lectures and discussion groups. Local field trips will be anticipated. Prerequisite: None. Counts only as an elective. Will not meet the science requirement.

SOCIAL SCIENCE

See Geography, History,
Political Science, Psychology, and Sociology

SOCIOLOGY

Technical

SOC 122 The Family in the Community SS 3 Qtr. Hrs. Credit (3-0)

Study of community agencies concerned with physical and mental health in families, socioeconomic problems, and education for child-rearing.

College Transfer

SOC 201 Principles of Sociology F, W, S, SS 5 Qtr. Hrs. Credit (5-0)

Fundamental concepts and general principles of sociology with emphasis on the scientific study of human groups and their influence on human behavior. Topics include social institutions, population study, human ecology, culture, human nature and personality, social interaction and stratification, social change, and social power.

Course Descriptions

SOC 202 Social Problems

W 5 Qtr. Hrs. Credit (5-0)

A study devoted to the dynamics of change in society and subsequent problems, identification of major social problems, and the consequent disorganizing effects of these problems on such areas of social life as ecology, inter-group reactions, and institutional and interpersonal reactions. Prerequisite: SOC 201.

SOC 203 Marriage and the Family

W, S 5 Qtr. Hrs. Credit (5-0)

A study of the social, psychological, and cultural aspects of the institutions of marriage and family relations. Consideration of the family from its historical development and its adaptation to a changing culture. Attention is given to theory and applied aspects of marriage and family.

SPANISH

SPA 101-102-103 Elementary Spanish

F, W, S, SS 4 Qtr. Hrs. Credit (4-0)

A basic course. Essentials of Spanish grammar, vocabulary, and idioms with emphasis on oral practice and aural comprehension. Reading of simple prose. Elementary composition.

SPA 104-105-106 Intermediate Spanish

F, W, S, SS 4 Qtr. Hrs. Credit Each (4-0)

Thorough review of grammar, composition, and comprehension skills. Conversational approach to contemporary Spanish civilization. Reading from selected texts. Prerequisites: Spanish 103 or Two Years High School Spanish.

SPA 204-205 Advanced Spanish

W, S 5 Qtr. Hrs. Credit Each (5-0)

A study of Spanish culture as seen through representative literary works. Practice in composition and oral communication. Prerequisite: Spanish 106 or satisfactory placement.

SPEECH

Technical

SPH 101 Oral Communication

F, W, SS 3 Qtr. Hrs. Credit (3-0)

A study of basic concepts and principles of oral communications. Emphasis on the speaker's attitude and the improvement of diction and voice. Practice in the application of particular techniques to correct speaking habits. Particular attention given to conducting meetings, conferences, and interviews.

College Transfer

SPH 121 Public Speaking

W, S, SS 5 Qtr. Hrs. Credit (5-0)

A study of basic concepts and principles of oral communication; practice in particular techniques of various speaking situations; emphasis upon self-expression in conversation and formal speeches, organization of materials, work usage, and effective listening.

STUDY SKILLS

STS 100 Study Skills

F, W, S, SS 2 Qtr. Hrs. Credit (1-3)

A course designed for the development and improvement of study skills and the usage of the Learning Resources Center. Areas included are notetaking, vocabulary building, taking examinations, periodicals, card catalog and reference materials. Students may take a regular class or an independent study.

WELDING

WLD 1101 Basic Gas Welding

F, W, SS 2 Qtr. Hrs. Credit (1-3)

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable.

WLD 1120 Oxyacetylene Welding and Cutting

F 7 Qtr. Hrs. Credit (3-12)

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units, welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

WLD 1121 Arc Welding

W 7 Qtr. Hrs. Credit (3-12)

The operation of AC transformers and DC motor generator arc welding sets. Studies of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Emphasis on safety procedures in the use of tools and equipment.

WLD 1122 Commercial and Industrial Practices

S 6 Qtr. Hrs. Credit (3-9)

Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedural steps necessary to build the product, and then actually following these directions to build the product. Emphasis on maintenance and repairing worn or broken parts of special welding applications, field welding, and non-destructive tests and inspection. Prerequisites: WLD 1101, WLD 1120, or WLD 1121.

WLD 1123 Inert Gas Welding

S 2 Qtr. Hrs. Credit (1-3)

Introduction and practical operations in the use of inert-gas-shield arc welding. A study of the equipment, safety and practices in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding. Prerequisite: WLD 1101 or WLD 1120.

WLD 1124 Pipe Welding

S 7 Qtr. Hrs. Credit (3-12)

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII or IX of the ASME code. Prerequisite: WLD 1121.

WLD 1125 Certification Practices

SS 5 Qtr. Hrs. Credit (3-6)

Involves practice in welding the various materials to meet certification standards. Use of various tests including the guided bend and the tensile strength tests to check the quality of work. Emphasis on attaining skills in producing quality welds. Prerequisite: WLD 1123, WLD 1124.

WLD 1141-1142 Oxyacetylene Welding and Cutting

3 Qtr. Hrs. Credit (1-5)

Introduction to the principles of oxyacetylene welding and cutting, nomenclature of the equipment, assembly of units, welding procedures such as practice of puddling and running beads. Practical application of oxyacetylene welding will be emphasized through the course.

WLD 1143-1144 Arc Welding

3 Qtr. Hrs. Credit (1-5)

A study of AC and DC arc welding sets in joining various metal alloys by the arc welding process. Practical application and safety procedure are emphasized throughout the course.

Course Descriptions

WLD 1145 Oxyacetylene Welding and Cutting

2 Qtr. Hrs. Credit (1-2)

Introduction to the principles of oxyacetylene welding and cutting, nomenclature of the equipment, assembly of units, welding procedures such as practice of puddling and running beads. Practical application of oxyacetylene welding will be emphasized through the course.

WLD 1146 Arc Welding

2 Qtr. Hrs. Credit (1-2)

A study of AC and DC arc welding sets in joining various metal alloys by the arc welding process. Practical application and safety procedure are emphasized throughout the course.



Adult & Continuing Education Programs



GENERAL INFORMATION

The Adult & Continuing Education (ACE) Division is that Division of the College which provides the adult with opportunities to return to school by choosing from a wide variety of programs the course or courses most suited to individual needs, based on his/her goals and life styles, regardless of previous educational experience. Educational opportunities are provided through courses which train for job advancement and/or skill building which can lead to progress in a present career or entry into a new one. In addition, many courses of general and social interest are offered which assist adults in better understanding their roles in today's changing world and the local community.

ACE courses are offered both on-campus and off-campus wherever suitable facilities for a specific program are available. The majority of adult courses are held during the evening hours, but programs can be scheduled for the convenience of those adults participating. Once a need or interest is determined, the basic requirements for offering a course are locating a competent instructor, obtaining a suitable location and identifying a minimum of fifteen persons who wish to enroll.

Each quarter a large number of regularly scheduled classes covering many subject areas are provided throughout the area served by the College. In addition numerous specially-scheduled workshops, seminars and courses are offered to meet growing needs and interests. Adults are encouraged to call or write to the ACE Division to obtain information about current programs or to offer suggestions regarding needs which the College might meet.

COST OF ENROLLING

In compliance with North Carolina law, a \$5 registration fee is charged per person for each course, except as noted below. This fee covers the total cost of registering for a class except in certain circumstances when higher fees may be established for specific seminars or programs of greater than normal cost to the College. Individuals normally are required to pay the \$5 fee upon registration at the first class session attended. The College can, however, invoice employing businesses or agencies who wish to pay for the fee of their employees attending a class. Generally, unless otherwise stated, participants are responsible for the purchase of their own supplies and materials.

The \$5 registration fee is waived for the following groups:

- Voluntary Fireman
- Ambulance Attendants (EMT's or Paramedics)
- Rescue Squad Personnel
- Prison Inmates
- Senior Citizens 65 years of age and older
- ABE (Adult Basic Education) Students
- Law Enforcement Personnel

TEACHER CERTIFICATE RENEWAL PROGRAMS

The ACE Division works closely with local public school administrative agencies in providing non-college credit workshops and courses which can be used by teachers for certificate renewal. Such programs are planned on the basis of teachers' needs to provide instruction which will directly improve performance in the classroom. Providing these programs locally serves not only to greatly decrease the cost to the teacher and to make the participation in renewal classes much more convenient, but also ensures that programs planned cooperatively with local school systems are relevant and worthwhile to participating teachers. Throughout the year, and especially during the summer, renewal programs are offered in a significant range of subject areas.

NURSING ASSISTANT

A popular course for adults in the area of job training is the Nursing Assistant Program. This course provides skilled training designed to enable the participant to relieve the nurse of non-professional care. The extensive program includes more than one hundred hours of instruction and provides both classroom and clinical on-site experiences to prepare participants for employment in hospitals, nursing homes, or other facilities. This class is open to all interested males and females. More information may be obtained from the ACE Division.

CONTINUING EDUCATION FOR REGISTERED NURSES

The College has been given blanket approval by the North Carolina State Nurses' Association to offer programs of continuing education for registered nurses. Continuing education needs for nurses are identified primarily through an advisory committee which meets with ACE personnel at the College. Programs are planned to assist nurses in learning new skills, improving and up-

dating previously acquired competencies, and exploring many challenging questions and facets related to the nursing profession today. Nurses who participate in these programs are awarded Continuing Education Recognition Points (CERPS).

REAL ESTATE PROGRAM

One of the most popular courses offered at the College is the course, "Fundamentals of Real Estate." Because the program is fully approved by the North Carolina Real Estate Licensing Board, persons completing this course are eligible to sit for the North Carolina Brokers or Salesman's licensing examination. The course consists of approximately 60 hours of instruction and is offered in January, March, June, and September of each year.

The College has been fortunate in attracting a faculty of instructors in real estate subjects which is second to none, and this course has been rated by the Licensing Board as one of the top two programs in North Carolina.

BUSINESS AND INDUSTRY

A wide variety of quality programs is available through the College to persons employed in business and industry in addition to regularly scheduled quarterly offerings. These include special courses, work-related seminars, in-plant courses, training program supplements, guided workshops, etc.

Covering almost every key element of the supervisory job, these programs are practical in nature and give the supervisor, manager, or would-be leader newly acquired knowledge and skills which can be applied to the job immediately.

The programs are recommended for business and industrial personnel and are designed to upgrade job skills and enhance supervisory or managerial development. Business and industrial representatives are encouraged to inquire into the availability of these programs, which can be held on campus or at a particular business or industry. In-plant training programs are becoming more and more popular. These can be coordinated very effectively through the ACE Division of the College and tailored to meet existing needs. There is no single rule for developing these programs except to accomplish the goal of producing a better worker, supervisor, or managerial staff.

Programs of this nature are considered to be an investment in the future potential and development of the effective worker or manager. This development will, in turn, pay rich dividends to those individuals or organizations taking advantage of such training.

DESCRIPTION OF SUPERVISORY TRAINING MANAGEMENT DEVELOPMENT PROGRAM

Some of the Supervisory Training and Management Development Programs now available are listed below. The courses are designed to offer practical applications to current needs of business and industry as they enhance personal growth and development on the job.

This list represents only some of the more popular courses and special programs available through the ACE Division to businesses and industries in the area:

- Behavior Management for Improved Employee Performance
- Induction and Training of New Employees
- O.S.H.A. Compliance at the Supervisory Level
- Controlling Labor Turnover and Absenteeism
- Cost Accounting for the Supervisor
- Handling Grievances
- Supervising Women Effectively
- Good Housekeeping Methods
- Pre-Supervisory Development Training
- Principles of Supervision (Beginning and Advanced)
- Job Relations Training
- Science of Human Relations
- The Art of Motivating People
- Labor Laws for the Supervisor
- Economics in Business & Industry
- Industrial Safety and Accident Prevention
- The Supervisor in North Carolina
- Employee Evaluation and Interviewing
- Effective Communications
- Effective Report Writing
- Effective Speaking in Public
- Speed Reading
- Work Measurement—Time and Motion Study
- Job Methods Instruction
- Conference Leadership
- Instructor Training

Continuing Education Programs

Creative Thinking
First Aid (both for industry and the layman)
Job Analysis Training
Supervision in Hospitals
Business English for Secretaries
Understanding the Metric System in Industry
Small Business Operations
Interpersonal Communication for the Secretary

These courses are scheduled based on needs expressed from the community. They usually meet on the campus once each week for two to three hours per session. Many of the courses can be implemented with in-plant training programs. The courses do not give college credit; however, certificates are awarded to persons satisfactorily completing a course and maintaining a minimum of 75 percent attendance.

TRAINING FILMS

A number of training films are now held by the College and are available for loan. Businesses and industries may borrow the necessary equipment to project the films at a particular business or industrial plant **as part of a College-sponsored in-plant course**. Each film is of good quality, 16mm, and in full color.

Films should be reserved in advance to assure availability at the desired time of use. A Discussion Leader's Manual is available with some films or series. Interested persons should contact the Adult Division for additional information, suggested usage, and reservation of films and equipment.

The film titles are listed below:

Title of Film

Showing Time

I. INDUCTION AND TRAINING, "A GOOD BEGINNING"

12 minutes

This film is essentially a visual description of the correct way to introduce new employees to the department, the job, and job training. The techniques of proper induction and training are shown and remind the supervisor to put himself in the employee's shoes. A Leader's Guide is available for use with this film.

II. The Gellerman "MOTIVATION AND PRODUCTIVITY" Series

This is a nine-film series combining one Management Training Program. The films seem more effective when used in a series of nine; however, each can be used independent of the others. A Leader's Guide is available with the series.

Individual Film Titles Are:	Showing Time
1. Strategy for Productive Behavior	20 minutes
2. Motivation Through Job Enrichment	28 minutes
3. The Self-Motivated Achiever	28 minutes
4. Understanding Motivation	28 minutes
5. Theory X and Theory Y (McGregor)Part I	25 minutes
6. Theory X and Theory Y (McGregor)Part II	25 minutes
7. Human Nature & Organizational Realities	28 minutes
8. The Management of Human Assets	28 minutes
9. Motivation in Perspective	20 minutes

III. "THE MAKING OF A DECISION" 32 minutes

This film portrays how to avoid jumping to conclusions, how to overcome fear of decision making and of making mistakes, and how to avoid injecting internal values into decisions.

IV. "THIS MATTER OF MOTIVATION"

This is a series of 13 color films on Motivation which vividly and graphically outline the motivational fundamentals that every manager and supervisor must know to handle people effectively. These are films which present short case studies, each presenting a different but typical personnel problem and each created to stimulate discussion among the manager or supervisor audiences on how best to solve the problem using Dr. Herzberg's behavioral science techniques. A **Discussion Leader's Manual** is available with the series.

Individual Film Titles Are:	Showing Time
Basic Film: "This Matter of Motivation"	28 minutes
Case Film 1, "The Puzzle"	6 minutes
Case Film 2, "The Roadblock"	6 minutes
Case Film 3, "The Gilded Lily"	5 minutes
Case Film 4, "The Pacesetter"	6 minutes
Case Film 5, "The Nice Guy"	4 minutes

Continuing Education Programs

Case Film 6, "The Ball of Fire"	4 minutes
Case Film 7, "Among the Missing"	9 minutes
Case Film 8, "The Perfect Job for Jim"	4 minutes
Case Film 9, "People Will Talk"	4 minutes
Case Film 10, "Shades of Black and White"	5 minutes
Case Film 11, "Harry's Hangover"	5 minutes
Case Film 12, "The Indispensable Miss Spencer"	5 minutes

SEMINARS AND WORKSHOPS

The need for seminar-type programs increases, and as better training materials and equipment become available, many opportunities for large-group learning experiences are arranged through the College. At various times the College either sponsors or co-sponsors special seminar-type programs which are offered in an effort to create a highly concentrated emphasis on a particular subject. Suggestions and recommendations from the business and industrial community are encouraged in the planning and scheduling of these programs.

Some of the recent offerings include:

Industrial Security	Leadership Development
Sales Development	Labor Relations
Eliminating Worthless Checks & Controlling Shoplifting	
Occupational Safety and Health Act	
Becoming a Professional Supervisor	
Executive Secretarial Program	
Alcohol and Drug Abuse in Business and Industry	

NEW & EXPANDING INDUSTRY TRAINING PROGRAMS

As new industries come to North Carolina and as existing industries expand operations thereby creating additional jobs, the State offers employee training through the Community College System. Under this program, new or prospective employees are trained to function in the direct production jobs thus created.

This training is offered at little or no cost. Such training is not of a general nature; instead it is directed toward the particular jobs within a given company and its individual needs. Because each company has its own unique philosophies and practices, corporate personality traits, and needs which will be reflected in its approach to manpower training, a separate and distinct training program must be designed for each industry.

The program is designed to equip the individual employee with the skills and knowledge to qualify for the jobs being created. It is administered jointly by the College and the State Department of Industrial Services. Industrial training specialists from divisional offices are assigned geographically throughout the state to assist the College in the design and administration of these special programs.

Training new employees should be only the introductory phase of a continuing and mutually beneficial association between the College and the industry. Many additional educational and training opportunities are available to employers through the College.

Additional information on this program can be secured from the Adult Division of the College.

LAW ENFORCEMENT TRAINING

Some of the current offerings in upgrading law enforcement personnel include:

Advanced Techniques for Handling Explosives	Riot Control Technique
Police Firearms Training	Introduction to Law Enforcement (Basic 240-hours course)
Criminal Investigation	Supervision for Law Enforcement
Precision Driving	Breathalyzer Operator Training

FIRE SERVICE TRAINING

The growing Piedmont area of North Carolina requires the expansion of fire fighting units and an upgrading of fire service personnel. The need for better trained personnel knowledgeable in the latest techniques is met through training provided by the ACE division of the College. There is no cost for these courses.

The Fire Service Training program is taken directly to the individual fireman. Training sessions are held in the local fire departments, allowing the men to be trained as an organized group utilizing equipment they would ordinarily use in controlling fire.

Fire Service classes include:

Introduction to Fire Fighting	Fire Apparatus Practices
Rope Practices	Ventilation & Rescue Practices
Portable Fire Extinguishers	Protective Breathing Equipment
Ladder Practices	Firefighting Procedures
Salvage and Overhaul Practices	Handling Hazardous Materials
Fire Steam Practices	Emergency Vehicle Rescue

APPRENTICESHIP TRAINING

Many persons learn a trade by working on the job, acquiring skills by using the tools of the trade. The College offers opportunities for these persons to acquire related instruction in the classroom at night.

SEMINARS AND CONFERENCES

The College is host to a number of local and state groups that conduct seminars and conferences. The centrally located campus is ideal for one-day or week-long conferences. Lodging facilities and restaurants are located nearby for the out-of-town conferee. Special rates are available and can be arranged by the Dean of Adult and Continuing Education.

Groups or agencies are invited to contact the Dean of Adult and Continuing Education to arrange such meetings.

GENERAL INTEREST ADULT COURSES

Through the wide range of general interest courses, area adults have the opportunity to attain skills for personal use and to broaden their general education through cultural enrichment. The adult in today's society has available to him increasing amounts of time away from his job, and through the complexity of today's life styles has significantly changed the nature of this "leisure" time. Through participation in Adult Education courses, individuals can explore new interests, attain new skills, further develop previously acquired skills, and pursue study in many different areas, thereby enhancing the value of the enjoyment derived from leisure time. A broad range of courses, covering topics from Creative Stitchery to Communicating With The Deaf, is planned, wherein adults enjoy the opportunity for creative expression, learn cooperatively from persons who share similar interest and talents, and increase their ability to effectively utilize resources.

Adult Education classes are classified as "non-credit" courses, meaning they do not earn college credit hours and generally require no prerequisites for entrance. A brief list below is intended to serve only as a sample of the courses which are offered each quarter. Classes are formed on a continual basis as interests and needs are determined for interested persons 18 years of age and above.

Ceramics	Brick Masonry
Decoupage	Income Tax for Laymen
Painting	Nursing Assistant Training
Clothing Construction	Stocks, Bonds & Investments
Drapery-making	Real Estate
Creative Stitchery	Emergency Medical Technician
Floral Design and Arrangement	Business Communications
Foreign Foods	Defensive Tactics
Interior Decorating	First Aid
Lapidary Art	Sign Language
Taxidermy	(Deaf Communication)
Smoke Stoppers	Driver Education
(Kick-the-Habit)	Tin-Smithing
Stress-Tension Management	Basic Auto Mechanics
Heart Attack Prevention	

HIGH SCHOOL EQUIVALENCY (GED)

The High School Equivalency Program is administered through the Individualized Instruction Center for the adult who has not completed high school. Under this plan, individuals may take a series of tests called the General Educational Development Tests (GED). Those receiving an acceptable passing score of 225 points, with no single test score below 35, will be awarded a High School Equivalency Certificate. This certificate is generally accepted on a basis equal to a high school diploma for employment, promotion, or further education.

The GED Program acts as a qualifying factor for purposes of college admissions and employment. Persons 18 years of age or older are eligible to take the tests and apply for the certificate. The tests of the GED program are designed to measure a person's knowledge and skill in five areas: literature, mathematics, natural science, English, and social studies. The certificate is awarded by the N. C. Department of Instruction.

The following requirements must be met before taking the GED tests:

1. Minimum age: 18. 16-17 year olds must secure permission as specified by the State Board of Education.
2. Residence: Current resident of North Carolina. Service Personnel assigned to a military base in North Carolina meet residence requirements.
3. Cost: none

ADULT HIGH SCHOOL PROGRAM (AHS)

The Adult High School Diploma Program is specifically designed for people who did not complete their high school education through public schools. The primary objective of the program is to provide the student with the means to qualify for an Adult High School Diploma, so as to increase his vocational and educational opportunities. Students may receive credit for subjects they have previously passed. Students work at their own rate and receive individual help and guidance as may be needed. Areas of instruction are in English, math, science, and social studies. Classes are held at Lexington Senior High and Thomasville Senior High School on every Monday and Thursday evening. Interested individuals may enter the program at any time.

ADULT BASIC EDUCATION (ABE)

Adult Basic Education is a program designed with but one major purpose—to assist adults who wish to improve their skills in oral and written communications, arithmetic, basic science, social studies and consumer education. Special classes to teach individuals to read are also part of the program. Classes meet two nights weekly in the local communities where there is a sufficient number of interested adults.

There is no registration fee required, and materials are provided by the Adult Division of the College. All materials have been especially prepared for adults, with emphasis on individual needs and interests. Interested adults may enter the programs at any time.

OBJECTIVES OF ADULT BASIC EDUCATION

1. To teach the basic skills of communication and computation to the undereducated adults age eighteen (18) and over.
2. To co-ordinate the Adult Basic Education with the Adult High School Diploma and GED programs.
3. To increase the social and political competence of the undereducated adult by teaching the basic concepts of consumer and home economics, hygiene, and individual responsibility within a democratic society.
4. To foster the concept of continuing education as a way of life.
5. To encourage participating adults to bring new students into the Adult Education Program.

ADULT BASIC EDUCATION (LEVELS)

Level I (0-4) This level is designed for adults who have little or no knowledge of the basic reading or writing skills. Adults completing this level should be able to demonstrate a reading level of 4th grade and possess an adequate sight vocabulary.

Level II (4-8) This level is designed for adults who are reading above the 4th grade level yet lack the necessary comprehension skills or vocabulary necessary for high school classes. These skills are strengthened through other subject areas such as social studies and English. Basic arithmetic functions are also taught, as are health and consumer subjects.

Special Classes:

Students who are advancing from Level I to Level II and students whom the instructors feel could profit by attending these classes can form a special class to strengthen their reading skills before entering a level II class. The primary purpose of these classes is to help the student become less dependent upon the teacher and begin directing his own educational activities.

Organized Adult Basic Education classes meet at the following locations:

Sheltered Workshop, Lexington
Lexington Sr. High School
Mocksville—Brock Bldg.

Thomasville Sr. High School
Elderly Feeding Sites
Davie County Correctional Unit

SPECIAL PROGRAMS

Adult Career Education Center

The Adult Career Education Center has a career/job exploration course designed primarily to help unemployed or underemployed persons learn more about the overall world of work and careers and to assist them with locating meaningful employment. The course offers assistance with problem solving, decision making, and career planning through interest inventories, individual and group job counseling, and human relations. The human relations portion of the program has three general aspects:

1. Increased self-awareness and interpersonal skills
2. Job-seeking skills (i.e., application, resume, interviewing)
3. Job-keeping skills (i.e., work habits, effective communication)

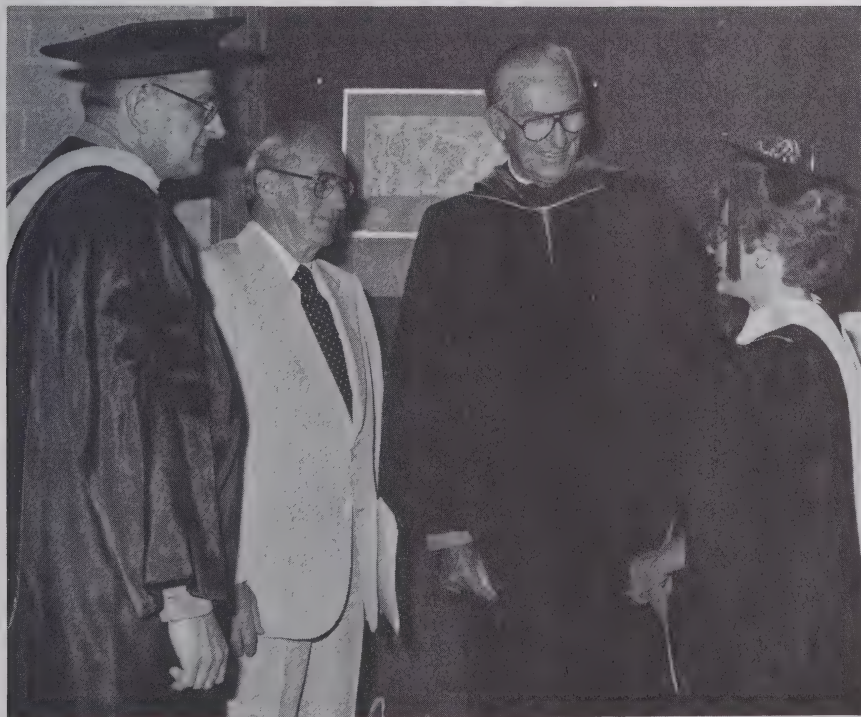
Continuing Education Programs

Consumer awareness is also a part of the program, as well as high school preparation courses to assist those who have not finished high school. After completion of the program, applicants are assisted in locating jobs or entering into further training. Follow-up counseling is provided for one year.



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Droz, Nancy H.	Director, Special Programs
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Freeman, Jr., Leonard A.	Dean, Occupational Education
Hill, Edward G.	Director of Public Relations & Personnel
Inabinett, William E.	Vice-President for Instruction
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Thacker, Frank A.	Director, Administrative Data Processing
Thomas, John B.	Dean, Learning Resources

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Bumgardner, Peggy E.	Secretary to Dean, Occupational Education
Byerly, Phillip F.	Maintenance
Byerly, Preston	Maintenance
Carlton, Carl	Maintenance
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Conrad, Tamara	Evening Receptionist
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Dry, Elizabeth	CETA Coordinator for Special Programs
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Fletcher, Carolyn	Purchasing Agent
Freeman, Pat	Secretary, Learning Resources Center
Frye, Judie	Instructional & Administrative Assistant
Griffin, Roger	Campus Security
Grubb, Judy L.	Bookstore Assistant
Hairston, Robert	Custodian
Hairston, Squire	Custodian
Hampton, Shelby	Secretary to the President
Hedrick, Sarah H.	Receptionist
Hodges, Sara G.	Inventory Control Officer
Hoover, Lola H.	Secretary to Vice-President for Instruction
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James, Brenda	Library Technician
Jones, Jeanette S.	Instructional Assistant Key punch Operator
Koontz, Sharon C.	Secretary, Registrar & College Transfer Faculty
Livengood, Judith	A-7 Operator
McDade, Jewell M.	Bookkeeper
Miller, Betty L.	Bookstore Manager
Myers, Billy T.	Maintenance Supervisor
Myers, Thomas James	Custodian
Pierce, Louise	Library Assistant
Rankin, Murray Curtis, Sr.	Custodian
Reich, Freddie L.	Secretary to Vice-President for Administration
Robertson, Arthur	Maintenance
Sowers, Judy M.	Secretary to Vice-President for Student Affairs
Surratt, Frances F.	Secretary, Adult Education
Vinson, Trisha W.	Secretary, Nursing Department
Wagner, Josephine W.	Secretary to Dean, Adult & Continuing Education
White, Virginia L.	Bookkeeper & Office Manager, Business Office
Williams, Gloria H.	Secretary to Director of Admissions

FACULTY AND STAFF

- Adams, William H. (1969)** **Chairman, Agricultural Technology**
B.S., M.Ed. North Carolina State University; Mississippi State University;
Tennessee Technological University; and Virginia Polytechnic Institute; A &
T State University.
- Akers, Patricia Ann (1976)** **Physical Education**
B.S. Mary Washington College; M.Ed. in Physical Education University of
North Carolina at Greensboro.
- Anthony, George Michael (1973)** **Audio-Visual Coordinator**
B.A. Elon College; Additional studies at Technical Institute of Alamance and
University of North Carolina at Greensboro.
- Asbury, Thomas R. (1973)** **Transportation Management**
North Carolina State University; Blanton's Business College; Additional
studies College of Advanced Traffic.
- Bailey, Dennis R. (1978)** **Physical Education**
B.S., M.A. Appalachian State University.
- Barrett, Ronald B. (1969)** **Biology**
B.A. Lander College; M.Ed. University of Florida; Additional studies at the
University of Georgia and University of North Carolina at Greensboro.
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- Bright, Jr. Samuel R. (1970)** **Chairman, Social Science**
B.A. Allegheny College; M.Ed. University of Florida; M.A. and Ph.D. Duke
University.
- Bruff, Myra L. (1977)** **Individualized Instruction Center**
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B.A. University of North Carolina at Greensboro, M.A. University of North
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- Campbell, Susie C. (1968)** **Psychology**
B.S., M.S. Radford College; Additional studies at Radford College; Univer-
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- Cato, Ruthie F. (1975)** **General Assistant,
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- Clamon, Frank M., Jr. (1976)** **Data Processing**
B.S. Georgia Institute of Technology; M.S. University of Tennessee; Univer-
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- Cole, Robert E. (1967)** **Mathematics**
B.S., M.S., Ph.D. North Carolina State University.
- Collie, Dorothy Joyce (1967)** **Business**
A.B. Meredith College, M.Ed., University of North Carolina at Greensboro.
- Conley, Thomas E. (1972)** **Student Financial Aid Officer**
B.S. North Carolina A & T State University.
- Craver, Gary B. (1977)** **Director, Adult Basic Education**
B.S. High Point College; Additional studies University of Virginia.
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Personnel of the College

- Drozdz, Nancy H. (1970)** **Director of Special Programs**
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B.S., M.A. Appalachian State University; Additional studies at the University of North Carolina at Greensboro and the University of North Carolina at Charlotte.
- Everhart, R. Murphy (1966)** **Auto Body Repair**
DuPont Paint School; General Motors Body School.
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- Graham, Mabel R. (1974)** **Nursing**
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- Grice, David S. (1974)** **Criminal Justice**
A.A.S. Davidson County Community College; B.S. University of North Carolina at Charlotte.
- Griffin, Judith F. (1975)** **Individualized Instruction**
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- Hamil, Mary A. (1973)** **Learning Resources Librarian**
B.S. University of Alabama, M.A.L.S. Rosary College.
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- Hartman, William B. (1967)** **Electronics**
Philco School; North Carolina State University.
- Hedrick, Karen V. (1975)** **Individualized Instruction Center**
B.A. Meredith College.
- Helvey, Jr., James (1968)** **Chairman, English Department**
A.A. Mars Hill College; B.A. William Jewel College; B.D., Th.M. Southern Baptist Seminary; M.A., Ph.D. University of North Carolina at Greensboro.

- Henion, Randall L. (1973)** **Individualized Instruction Center**
A.A. Davidson County Community College; B.A., M.Ed., University of
North Carolina at Charlotte; Additional Studies at Nova University.
- Hill, Edward G. (1967)** **Director of Public Relations & Personnel**
B.S. North Carolina State University; M.Ed., University of North Caro-
lina at Greensboro; Additional studies at the University of North Caro-
lina at Greensboro.
- Hipp, Brenda W. (1977)** **Child Development**
B.S., M.A. Appalachian State University. Additional studies at James Madison
University, North Carolina State University, Appalachian State University.
- Hipp, Dennis C. (1977)** **Business**
B.S., M.A. Appalachian State University. Additional studies at North Carolina
State University, Appalachian State University, James Madison University.
- Hodges, Thomas L. (1972)** **Accounting**
B.S. Davidson College; M.B.A. University of North Carolina at Chapel
Hill; Additional studies at Guilford College, New York Institute of Finance.
- Holbrooks, Elizabeth Ann (1969)** **English**
A.B. Greensboro College; M.A. Appalachian State University.
- Hollar, Emery R. (1966)** **Spanish**
A.B. Lenoir Rhyne College; M.A. Appalachian State University; Addi-
tional studies at the University of Arizona, University of Madrid and Uni-
versity of Guadalajara.
- Hondros, William V. (1973)** **Veteran Services Coordinator**
B.S., M.Ed. Western Carolina University.
- Hunt, Irma (1976)** **Nursing**
B.S. University of North Carolina at Greensboro.
- Hussey, Thomas D. (1968)** **Agriculture**
B.S. North Carolina State University.
- Inabinett, William E.** **Vice President for Instruction**
B.S., M.A. East Carolina University; Ed.D. Duke University.
- James, Charles H. (1966)** **Chairman, Science**
A.A. Campbell College; B.S., M.A.T. University of North Carolina at Chapel
Hill; Additional studies at North Carolina State University and University of
South Carolina.
- Johnson, Donald E., P.E. (1969)** **Industrial Electronics**
B.S. Tri-State College.
- Johnson, Donald E. (1971)** **Auto Body Repair**
Forsyth Technical Institute; Bear Manufacturing Co., Inc. (1972) Frame Re-
pairing.
- Jones, Rickey D. (1974)** **Drafting**
Davidson County Community College.
- Kepley, Johnny R. (1976)** **Automotive Mechanics**
Davidson County Community College; General Motors, A.V.T. Graduate;
Certified by N.I.A.S.E.
- Lanning, Donald L. (1967)** **Dean, Adult & Continuing Education**
A.A. Oak Ridge Military Institute; B.A. Catawba College; M.Ed. University of
North Carolina at Greensboro; Additional studies at University of North
Carolina at Greensboro; North Carolina State University.
- Lawrence, Camille T. (1966)** **Art**
Meredith College; B.S. East Tennessee State University; M.S. Indiana State
University; Additional Studies at University of North Carolina at Greens-
boro, Indiana State University.
- Leonard, Fred B. (1977)** **Electronics**
National Electronic School; Graduate General Electric Theory and Applica-
tions Semiconductor Devices in Consumer Products.

Personnel of the College

- Lindberg, Earl F. (1971)** **Biology**
B.S. Ball State University; M.S. Indiana University; Additional studies at University of California at Berkeley; University of Minnesota.
- Love, Grady E. (1965)** **President**
B.S. Western Carolina University; M.A., Ph.D. University of North Carolina at Chapel Hill.
- Manning, Bobby G. (1965)** **Vice-President for Administration**
A.A. Louisburg College; B.S. High Point College; M.Ed. University of North Carolina at Greensboro.
- Mayerle, Fred, P. E. (1963)** **Drafting**
University of Illinois, Illinois Institute of Technology; North Carolina State University, N. C. Professional Engineer, N. C. Land Surveyor.
- Miller, Mary Lee (1963)** **Power Sewing**
North Carolina State University, Forsyth Technical Institute.
- Miller, Steven (1978)** **Business**
B.S., Wake Forest University, M.B.A. University of Georgia; Additional studies at University of North Carolina at Greensboro.
- Mills, Norman S. (1968)** **Director of Institutional Research & Registrar**
A.A. Wingate College; B.A. Atlantic Christian College; M.A. East Carolina University; Additional studies at University of North Carolina at Greensboro; Nova University.
- Mize, Elwood (1963)** **Chairman, Automotive Mechanics**
North Carolina State University.
- Montgomery, Katherine (1973)** **Art**
B.F.A., M.F.A. University of North Carolina at Greensboro; Additional studies at Penland School of Crafts.
- Murdock, Lewis Stephen (1983)** **Criminal Justice**
A.A.S. Davidson County Community College; B.S. East Tennessee State University; M.S. Eastern Kentucky University; Additional studies North Carolina State University.
- Oakley, J. Ronald (1966)** **History**
A.B., M.A. University of North Carolina at Chapel Hill; Ed.D. University of North Carolina at Greensboro; Additional studies at University of North Carolina at Chapel Hill.
- O'Briant, Patricia (1972)** **Biology**
B.A., M.A., Additional Studies, University of North Carolina at Greensboro and University of Georgia.
- Orren, Anne B. (1967)** **Guidance**
A.B. Duke University; M.Ed. University of North Carolina at Greensboro; Additional studies at University of North Carolina at Greensboro.
- Park, Judith C. (1969)** **Director of Admissions**
B.A., M.A. Wake Forest University; Additional studies at North Carolina State University.
- Parker, Delores (1971)** **Guidance**
B.A. Clark College; M.S. North Carolina A & T State University; Ed.D. North Carolina State University.
- Poetzinger, Jack (1969)** **Chairman, Business Education**
B.S., M.B.A. Kent State University; Course work for Doctor of Education Degree completed at University of North Carolina at Greensboro.
- Portaro, Sam A., P.E. (1978)** **Chairman, Industrial**
B.S. University of Maryland; M.I.E. North Carolina State University and University of North Carolina at Greensboro.
- Poston, Jo Ann D. (1976)** **Music**
B.M.Ed. Madison College; M.M. University of North Carolina at Greensboro.

Personnel of the College

- Potts, Nancy C. (1965)** **English**
A.B. Catawba College; M.Ed. University of North Carolina at Chapel Hill;
Additional studies at University of North Carolina at Greensboro, Appala-
chian State University.
- Prevette, William L. (1979)** **Machinist**
Newport News Ship Apprentice School.
- Price, Jean B. (1976)** **Director, Child Development Center,**
Department Chairman
B.A. Rhode Island College, M.Ed. University of North Carolina at Greens-
boro; additional studies at the University of North Carolina at Greensboro.
- Quigley, Michael (1978)** **Visiting Artist**
B.A. University of Tampa, M.F.A. Yale University School of Drama.
- Reich, Carrie** **General Assistant, Special Programs**
Draughons Business College, Ashmore Business College, Additional
studies at Davidson County Community College.
- Richardson, Bonnie L. (1979)** **Nursing**
B.S.N., M.S.N. University of North Carolina at Greensboro.
- Roach, Jr., H. Herman (1963)** **Vice-President for Student Affairs**
A.B. Duke University; M.S. North Carolina State University; Ed.D. Duke
University.
- Roberts, Judy A. (1973)** **General Assistant, Special Programs**
B.A. Winston-Salem State University; Additional studies at Davidson
County Community College, University of North Carolina at Greensboro.
- Robey, W. Richard (1973)** **Air Conditioning**
West Virginia University, Ohio University, Carrier Corporation Packaged Air
Conditioning School, Tappan Commercial Air Conditioning School, Voca-
tional Teachers Institute, Carrier Cooperation (1979).
- Schiro, Lilon S. (1974)** **Paralegal**
B.A., J.D., University of North Carolina at Chapel Hill.
- Sechrist, Jacqueline m. (1966)** **Business**
B.S.S.A. University of North Carolina at Greensboro; M.Ed. University of
North Carolina at Greensboro; Additional course work University of North
Carolina at Greensboro, North Carolina State University.
- Seltz, Stephen W. (1976)** **Sociology/Psychology**
B.A. North Carolina State University; M.A. University of North Carolina at
Greensboro; Additional studies at Duke University.
- Seuberling, Barbara J. (1975)** **Individualization Instruction Camp Davidson**
B.S. University of Nebraska.
- Seuberling, Philip M. (1970)** **Chairman, Criminal Justice**
A.A. Brevard Community College; B.S. University of Nebraska; M.Ed. Uni-
versity of North Carolina at Greensboro; Additional studies at University of
North Carolina at Greensboro.
- Sink, Charles W. (1979)** **Chemistry**
B.S. Appalachian State University; Ph.D. University of South Carolina.
- Sink, David W., Jr. (1974)** **Dean, Evening Programs**
A.A. Wingate College; A.B. University of North Carolina at Chapel Hill;
M.Ed. University of North Carolina at Greensboro; CAGS; Doctorial Candi-
date, Polytechnic Institute and State University.
- Snider, Paul K. (1971)** **Machine Shop & Welding**
Newport News Shipyard School; North Carolina State University; Davidson
County Community College.
- Stallings, E. Ray (1970)** **Guidance**
B.S. Atlantic Christian College; M.A. Appalachian State University.

Personnel of the College

- Stewart, John Robert, Jr. (1974)** **Criminal Justice**
B.S. Guilford College.
- Su, Chao Shan (1976)** **Mechanical Technology**
B.S. National Taiwan University; M.S., Ph.D. North Carolina State University; Additional studies at East Carolina University, National Kyushu University.
- Swiggett, P. Larry (1969)** **Mathematics**
A.B. High Point College; M.A.T. University of North Carolina at Chapel Hill; Additional studies at Wake Forest University, University of North Carolina at Chapel Hill, University of North Carolina at Greensboro.
- Thacker, Frank A. (1971)** **Business/Director Administrative Data Processing**
A.B. Duke University; M.S. Columbia University; Additional studies at Control Data Institute.
- Thagard, Sylvia A. (1979)** **Sociology**
A.A. Chipola Junior College; B.S. Florida State University, M.A. Western Kentucky University; Additional studies McGill University.
- Thomas, John B. (1971)** **Dean, Learning Resources Center**
B.A. Western Carolina University, M. Ln Emory University; Additional studies University of Tennessee.
- Vorsteg, Robert H. (1976)** **English/Philosophy**
B.A. Florida State University; M.A., Ph.D. Ohio State University.
- Walker, Thomas E. (1968)** **Business**
B.S. High Point, M.Ed. University of North Carolina; Additional studies at the University of North Carolina at Greensboro.
- Wells, Larry W. (1976)** **Data Processing**
University of North Carolina at Greensboro, I.B.M. School, E.C.P.I., Davidson County Community College; Additional studies at Appalachian State University
- White, Nancy S. (1976)** **Nursing**
M.B. Johnson School of Nursing; B.S.N. Ohio State University.
- Whitfield, Ashley E. (1969)** **History**
B.A., M.A. Wake Forest University; Additional studies at the University of North Carolina at Greensboro, Wake Forest University, the University of North Carolina at Chapel Hill.
- Wike, Antoinette G. (1966)** **Chairman, Language And Fine Arts**
A.B. Coker College; M.A. Middlebury College; Additional Studies at University of North Carolina at Greensboro and Middlebury College.
- Winslow, William E. (1976)** **Business**
B.S., M.B.A. University of North Carolina at Greensboro; Additional studies at the University of North Carolina at Greensboro.
- Woodie, Gary R. (1979)** **Tutorial Coordinator**
A.A.S. Davidson County Community College; Additional Studies at High Point College, Winston Salem State University.
- Yarborough, Juanita (1970)** **Chairman, Nursing**
B.S. Queens College (Charlotte); M.N. Emory University; Additional studies at North Carolina State University.

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CORRESPONDENCE DIRECTORY

The Post Office address for the college is Davidson County Community College, Post Office Box 1287, Lexington, North Carolina 27292.

Correspondence regarding specific areas should be addressed as indicated.

ADMISSIONS

Admissions requirements, catalog, descriptive literature, and application forms.
The Director of Admissions

TRANSCRIPTS

Request for transcripts, correspondence regarding transfer work.
The Registrar

ACADEMIC MATTERS

Information on scholarships available and other financial assistance.
Vice President for Instruction

STUDENT AFFAIRS

The general welfare of students, counseling, student activities.
Vice President for Student Affairs

SCHOLARSHIPS AND FINANCIAL AID

Information on available scholarships or for financial assistance.
Financial Aid Officer

BUSINESS MATTERS

Financial arrangements, payment of college charges.
Vice President for Administration

VOCATIONAL AND TECHNICAL PROGRAM

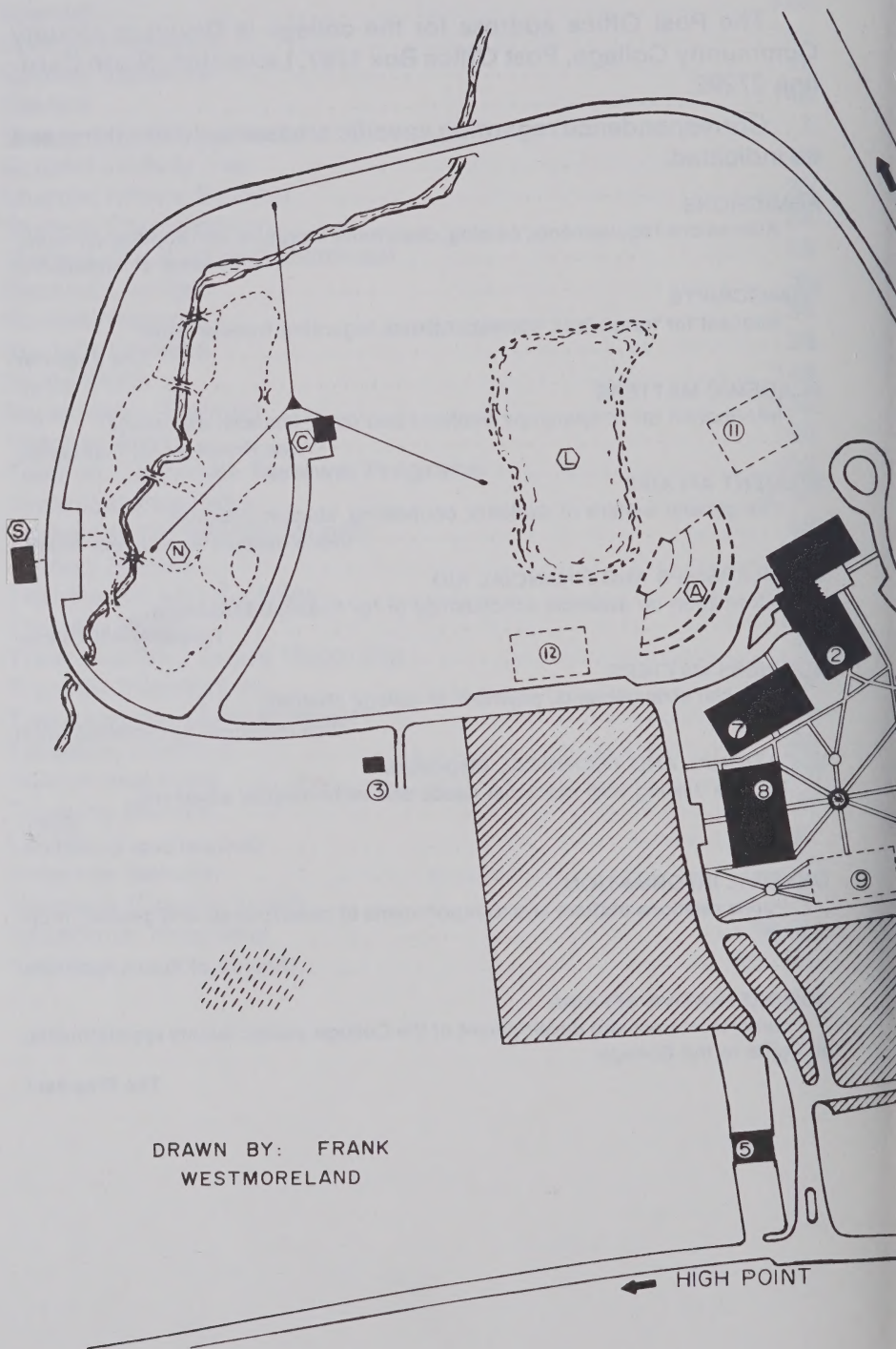
Matters dealing with industrial needs and technological advances.
Dean,
Occupational Education

GENERAL INFORMATION

Public relations matters and to report items of news interest and general information.
Director of Public Relations

ADMINISTRATIVE AFFAIRS

General interest and development of the College, policy, faculty appointments, and gifts to the College.
The President



DAVIDSON COUNTY COMMUNITY COLLEGE

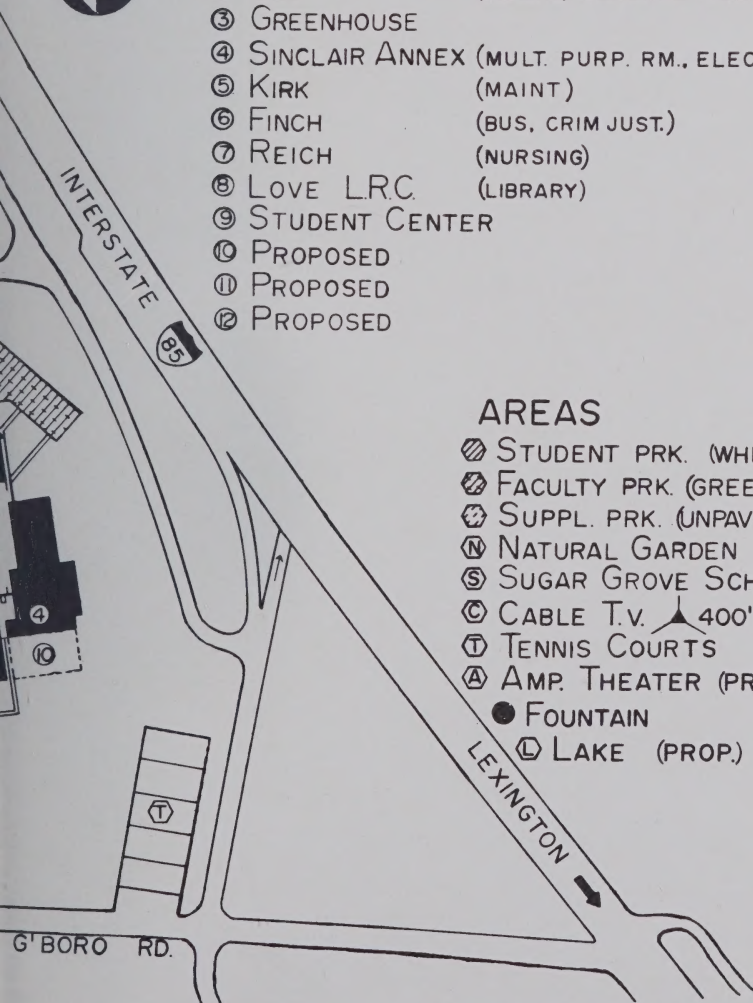
BUILDINGS



- ① SINCLAIR (VOC, TECH., + ADULT ED.)
- ② GEE (ADMIN, GENERAL CLASSES)
- ③ GREENHOUSE
- ④ SINCLAIR ANNEX (MULT. PURP. RM., ELECT.)
- ⑤ KIRK (MAINT)
- ⑥ FINCH (BUS, CRIM JUST.)
- ⑦ REICH (NURSING)
- ⑧ LOVE L.R.C. (LIBRARY)
- ⑨ STUDENT CENTER
- ⑩ PROPOSED
- ⑪ PROPOSED
- ⑫ PROPOSED

AREAS

- ▨ STUDENT PRK. (WHITE)
- ▨ FACULTY PRK. (GREEN)
- ▨ SUPPL. PRK. (UNPAVED)
- Ⓐ NATURAL GARDEN
- Ⓔ SUGAR GROVE SCHOOL
- Ⓒ CABLE T.V. 400' HIGH
- Ⓓ TENNIS COURTS
- Ⓐ AMP. THEATER (PROP.)
- FOUNTAIN
- Ⓓ LAKE (PROP.)



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